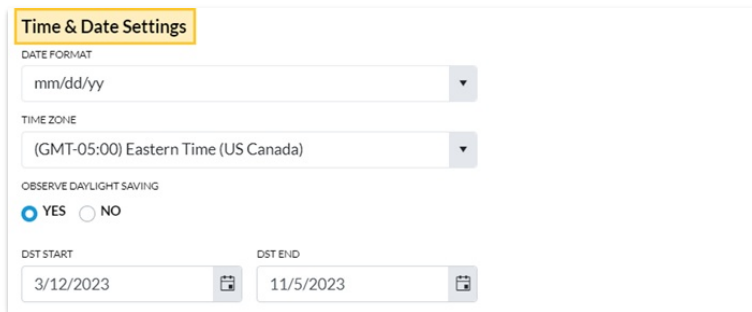


Time Zone & Date Settings

Last Modified on 08/02/2023 9:09 pm EDT

In the Organization Default Settings, there are several settings for Time Zone and Dates.



Time & Date Settings

DATE FORMAT
mm/dd/yy

TIME ZONE
(GMT-05:00) Eastern Time (US/Canada)

OBSERVE DAYLIGHT SAVING
 YES NO

DST START 3/12/2023 DST END 11/5/2023

1. Go to the **Gear icon > Settings > General > Organization Defaults** (left menu) > **Time & Date Settings**.
2. Select the **Date Format** for your organization. Jackrabbit uses the US standard date format of *mm/dd/yyyy* throughout the database, and it is not possible at this time to use another format **inside** the database. You can, however, choose *dd/mm/yyyy* for external (customer) views such as on the *Online Registration* form: student birth date or on customer statements.
3. Verify your **Time Zone** to ensure that all financial transactions and enrollment records use your area's correct date and time.
Note: Jackrabbit defaults to Eastern Time - US/Canada if this setting is not changed.
4. Verify the dates if you observe daylight savings time and update if needed.
5. **Save Changes**.

Frequently Asked Questions

Q. We use the UK date format of *dd/mm* for our data. If I decide to import my data, will that be a problem?

A. Jackrabbit uses the US format of *mm/dd*. We should be able to convert the dates into US format for you. Realize that inside your database, all dates will be presented in US format of *mm/dd/yyyy*. If we have trouble converting your dates we will let you know.
