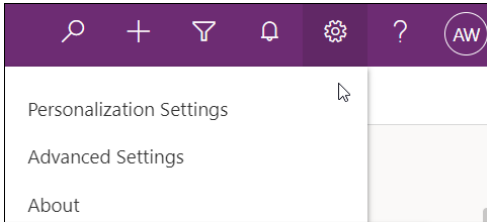


# Configure Personalization Settings

To configure Personal Options such as time zone, and the formats for number, currency, time and date, click the **Settings** gear in the top right area of the BrightWork 365 app and choose **Personalization Settings**.



The Personal Time Zone setting should be changed to avoid timing related issues including incorrect **Created** and **Modified** dates. To change the Personal Time Zone setting:

1. Click into **Personalization Settings** as noted above.
2. Change the time zone and click **OK**.



The language format of the Gantt can be set to either English or French (Canada) on the Formats tab of Personal Options (perform a Ctrl-F5 refresh after making a change to this setting).

