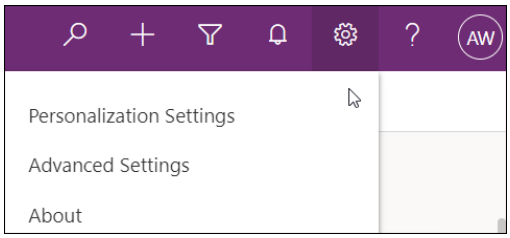
Personalization Settings

To configure Personalization Settings such as time zone, and formats for number, currency, time and date:

1. Select the **Settings** gear at the top of the BrightWork 365 app.
2. Select **Personalization Settings**.



Personal Time Zone

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. Select the **General** tab.
3. Select the time zone and click **OK**.



Currency

To change personal currency settings:

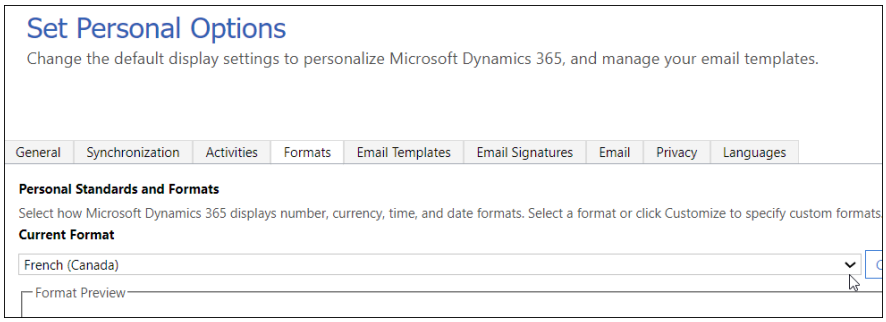
1. Click into **Personalization Settings** as noted above.
2. Select the **General** tab.
3. Select one of the default currencies added by your organization's system admin.
4. Select **OK**.

Currency changes will only be in effect for new records, not existing records.

Language Format

The language format of the Gantt can be set to either English or French (Canada).

1. Click into **Personalization Settings** as noted above.
2. Select the **Formats** tab.



3. Select **Current Format**.

Perform a Ctrl-F5 app refresh after making a change to this setting.