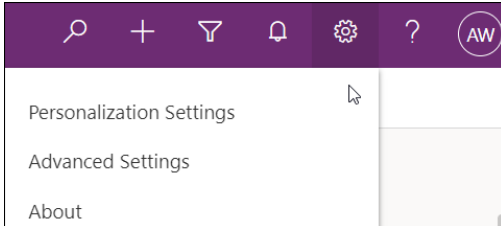


Configure Personalization Settings

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

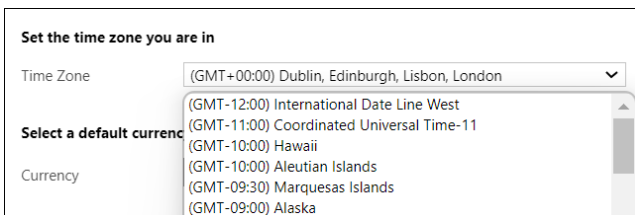
1. Select the **Settings** gear at the top of the BrightWork 365 app.
2. Select **Personalization Settings**.



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.

The screenshot shows the 'Set Personal Options' page. At the top, there is a title 'Set Personal Options' and a subtitle 'Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.' Below this is a navigation bar with tabs: 'General', 'Synchronization', 'Activities', 'Formats', 'Email Templates', 'Email Signatures', 'Email', 'Privacy', and 'Languages'. The 'Formats' tab is currently selected. Underneath, there is a section titled 'Personal Standards and Formats' with the instruction 'Select how Microsoft Dynamics 365 displays number, currency, time, and date formats. Select a format or click Customize to specify custom formats'. The 'Current Format' is set to 'French (Canada)'. A mouse cursor is pointing at a small 'C' icon next to the dropdown menu. Below the dropdown is a 'Format Preview' section.

3. Select **Current Format**.

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