

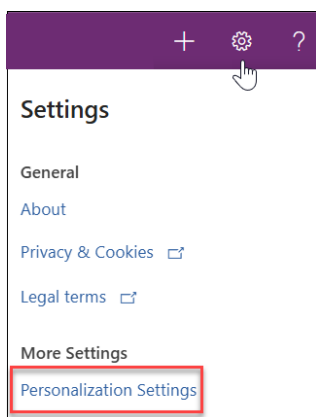
Personalization Settings

Tip The content in this article is limited to the features of BrightWork 365 Free. To access the Knowledge Base for the full BrightWork 365 paid product, click **Home** at the top of the screen. Click [HERE](#) to return to the BrightWork 365 Free - Knowledge Base home page.

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 and click **Personalization Settings**.



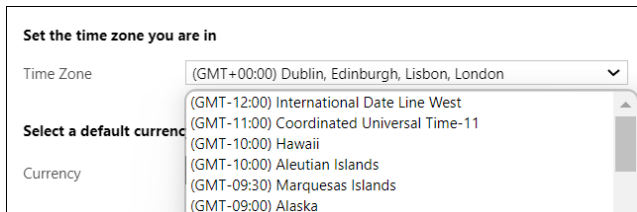
2. The **Set Personal Options** screen is displayed.

A screenshot of the "Set Personal Options" screen in BrightWork 365. The screen has a title bar with a question mark and a close button. Below the title, a subtitle reads: "Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates." The main content area is divided into several sections with tabs at the top: "General", "Synchronization", "Activities", "Formats", "Email Templates", "Email Signatures", "Email", "Privacy", and "Languages". The "General" tab is selected. The first section, "Select your home page and settings for Get Started panes", contains two dropdown menus: "Default Pane" (set to "<Default based on user role>") and "Default Tab" (set to "<Default based on user role>"). The second section, "Set the number of records shown per page in any list of records", has a "Records Per Page" dropdown set to "50". The third section, "Select the default mode in Advanced Find", has two radio buttons: "Simple" (selected) and "Detailed". The fourth section, "Select the default search experience", has a "Default Search Experience" dropdown set to "Dataverse search" and a "Facets and Filters" button labeled "Configure...". The fifth section, "Set the time zone you are in", has a "Time Zone" dropdown set to "(GMT) Coordinated Universal Time". The final section, "Select a default currency", has a "Currency" dropdown with a currency icon.

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:

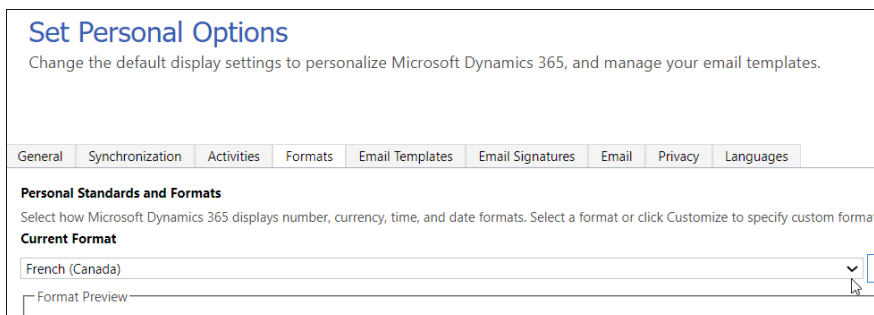
1. Click into **Personalization Settings** as noted above.
2. Select the **General** tab.
3. Select one of the default currencies [added](#) by your organization's system admin.
4. Select **OK**.

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

