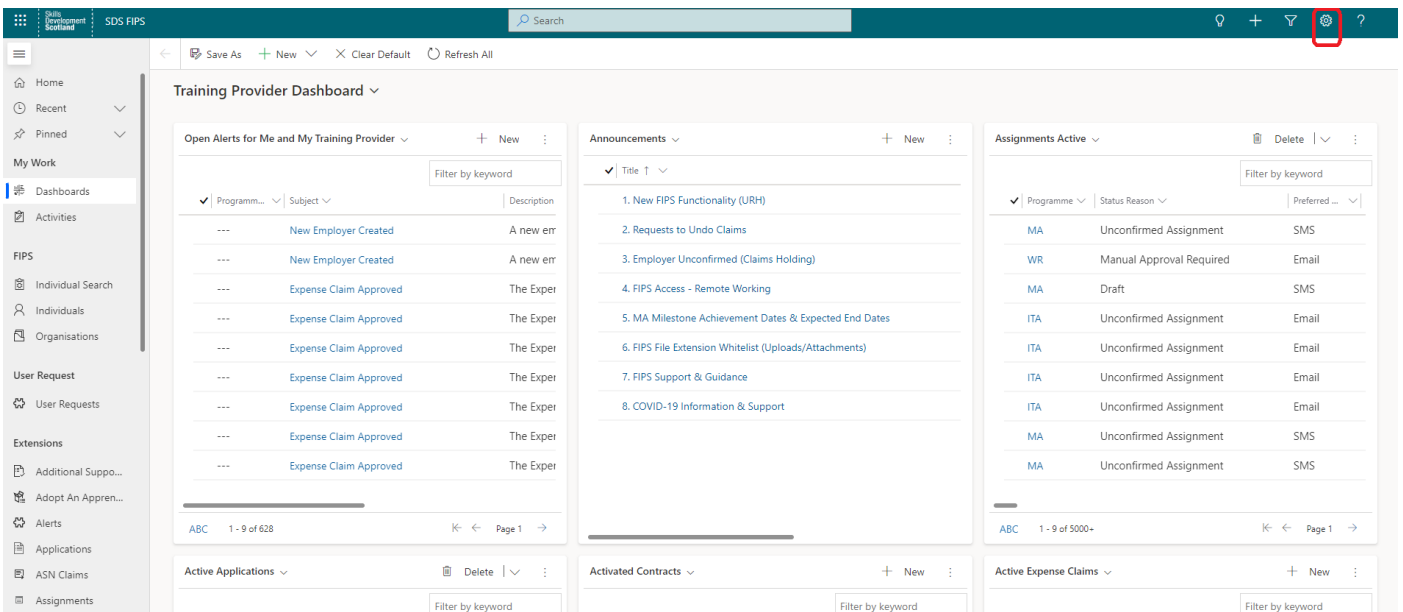


FIPS QUICK START GUIDE

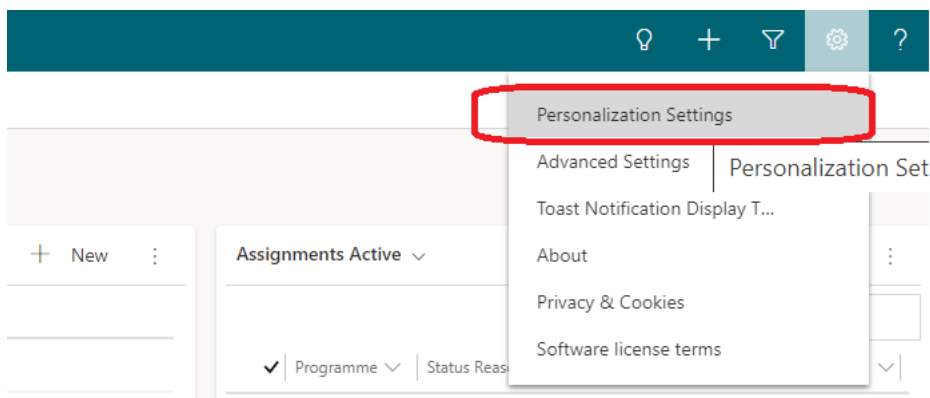
Updating Time Zone Settings in FIPS

FIPS users should follow this guidance to ensure that the time zone settings on their account are accurate and up to date. If the time zone is incorrect, this will have an impact on dates not displaying correctly in FIPS. FIPS users should check their time zone settings once every three months.

1. From the FIPS Dashboard, click on the Settings cog which is located on right side of the FIPS banner:



2. Click on Personalisation Settings to open the Set Personal Options view:



3. In the General tab, scroll down to “Set the time zone you are in”. From the list, select (GMT) Dublin, Edinburgh, Lisbon, London:

Set Personal Options ? X

Change the default display settings to personalize Microsoft Dynamics 365, and manage your email templates.

General Synchronization Activities Formats Email Templates Email Signatures Email Languages

Select your home page and settings for Get Started panes

Default Pane <Default based on user role> Default Tab <Default based on user role>

Set the number of records shown per page in any list of records

Records Per Page 50

Select the default mode in Advanced Find

Advanced Find Mode Simple Detailed

Set the time zone you are in

Time Zone (GMT+00:00) Dublin, Edinburgh, Lisbon, London

Select a default currency

Currency

Support high contrast settings

Select this option if you are using the High Contrast settings in your browser or operating system.

Enable high contrast

Set the default country/region code

OK Cancel

4. Click on OK to save the changes. When the window closes, refresh the browser for FIPS so that the changes take effect. This will ensure all dates in FIPS e.g. Start Dates are displayed correctly.