# 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:**
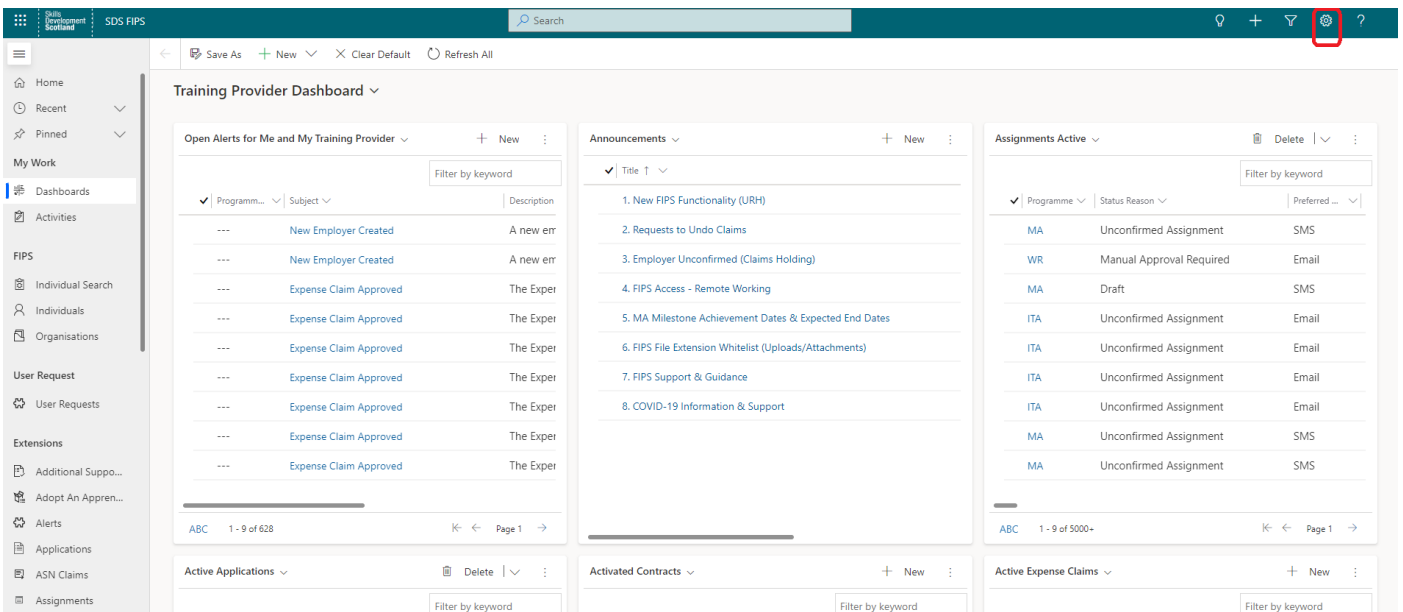
2. **Click on Personalisation Settings to open the Set Personal Options view:**
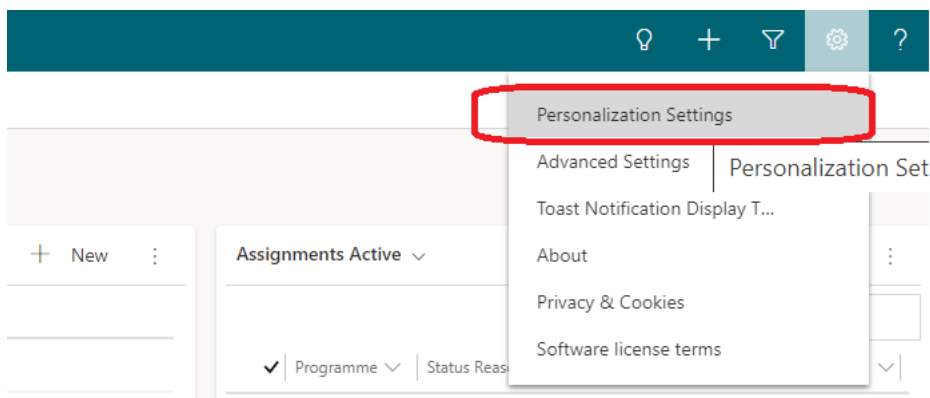
3. In the General tab, scroll down to "Set the time zone you are in". From the list, select (GMT) Dublin, Edinburgh, Lisbon, London:

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.

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