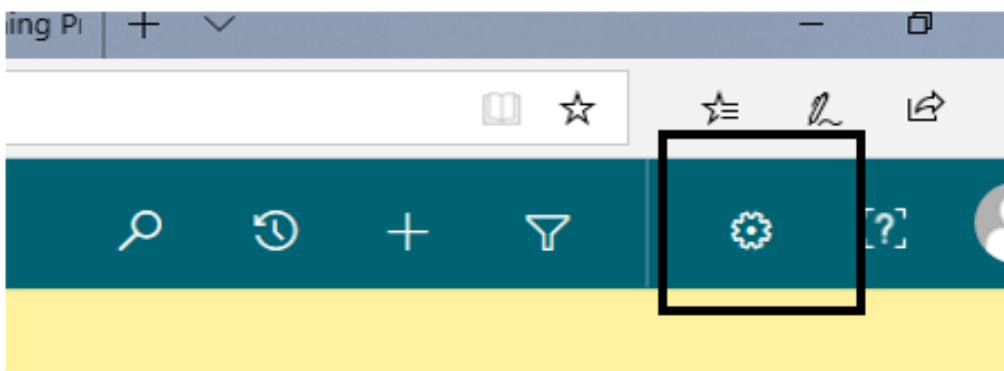


FIPS QUICK START GUIDE

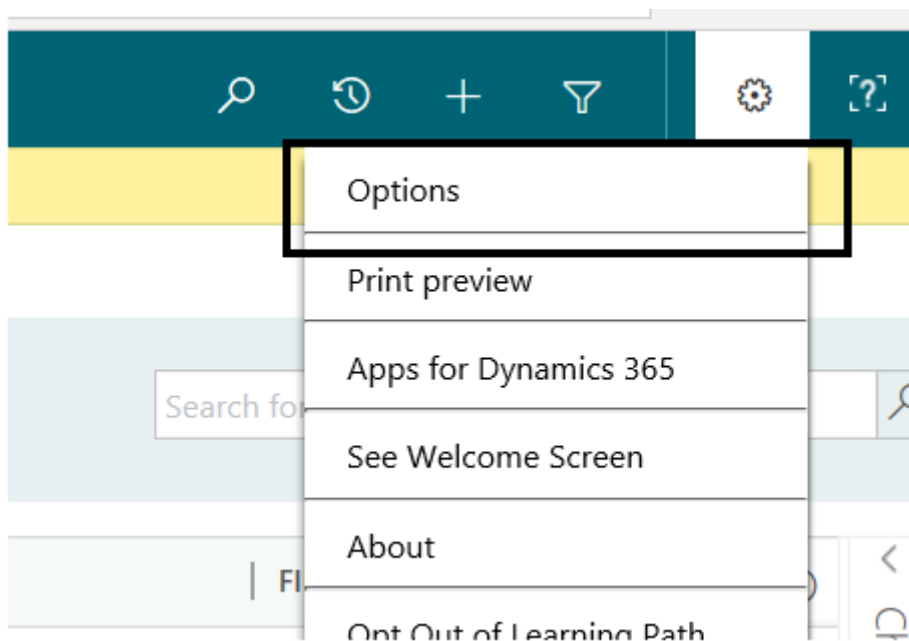
Updating Time Zone Settings in FIPS

This guidance should be followed to ensure that the time zone settings on your browser are accurate. If the time zone is incorrect, this will have an impact on dates not displaying correctly in FIPS.

1. Click on the Settings button which is located on right side of the FIPS banner:



2. Click on Options 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.