

# FIPS Quick Start Guide

## How to Update 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 and adjust if required.

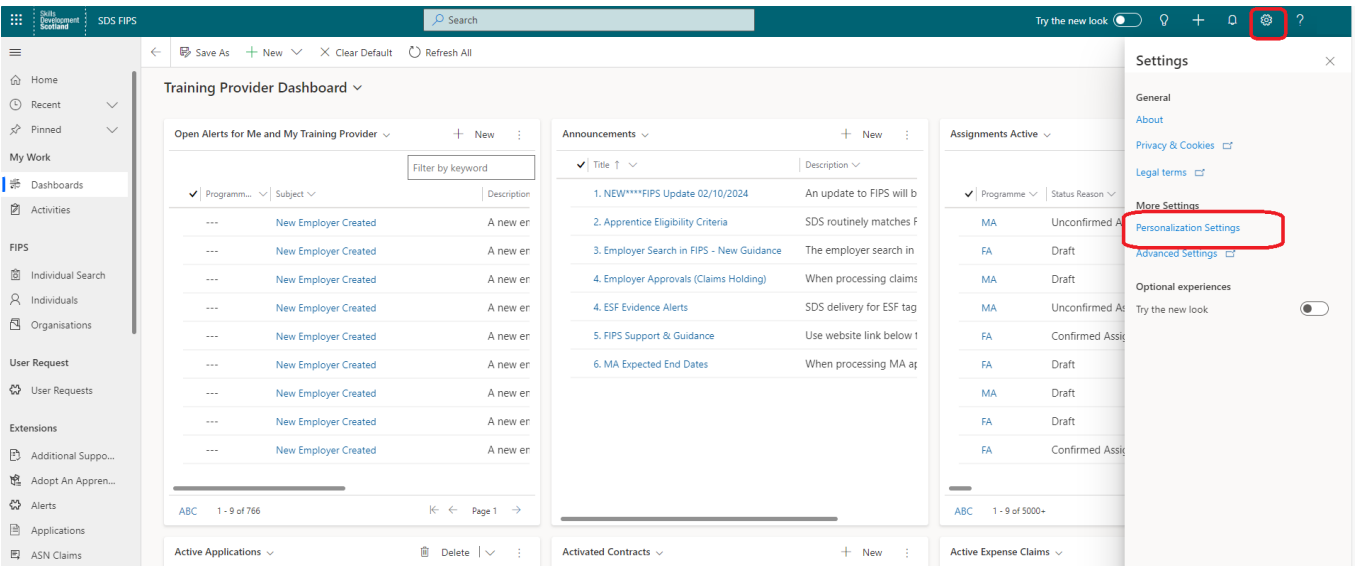
- Use the link icon to access the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.



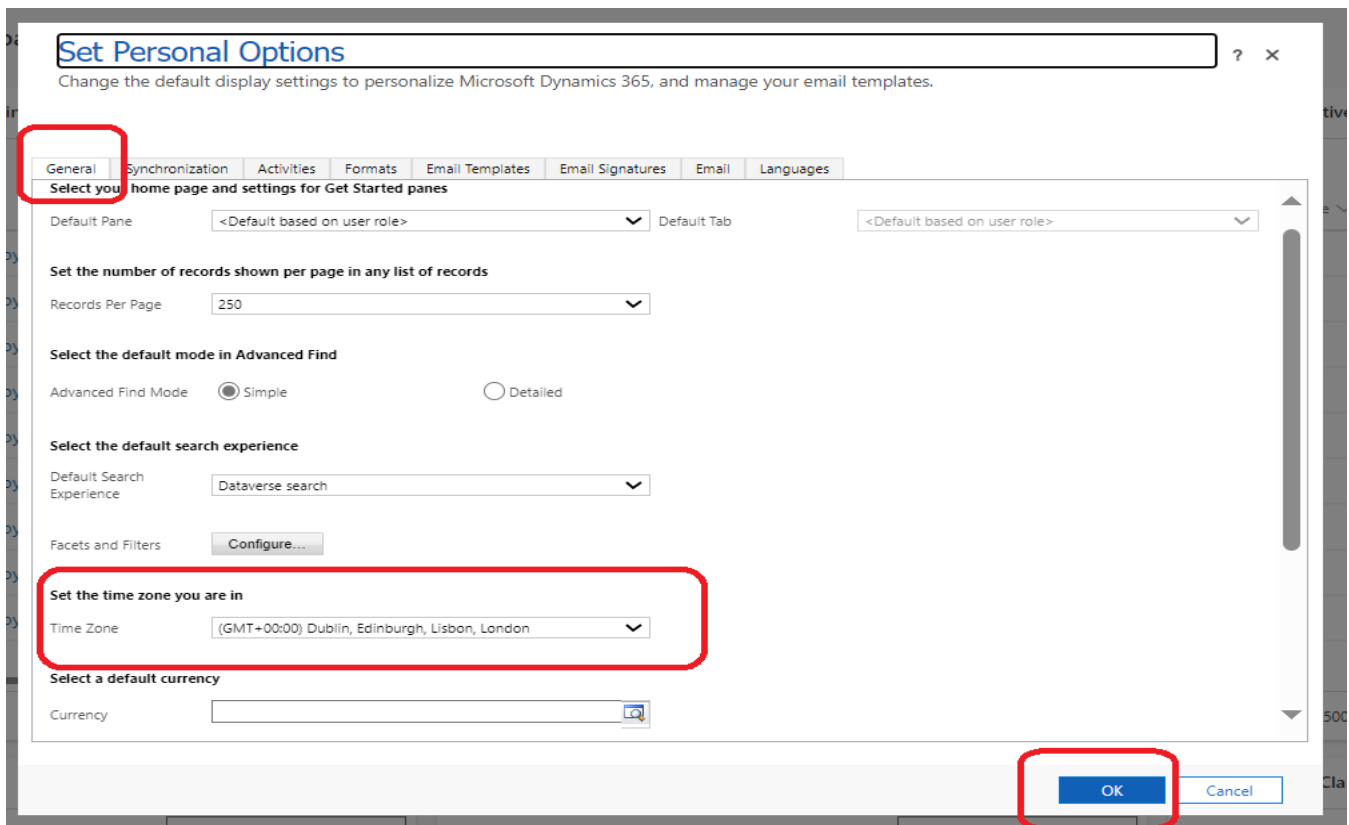
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Created by FIPS Support Team

1. From the main ribbon banner, click on the Settings cog which is located at the top right of the screen. Then click on Personalization Settings:



2. When the popup window loads, check the General tab. Scroll down to the section "Set the time zone you are in". From the list, ensure (GMT+00:00) Dublin, Edinburgh, Lisbon, London is selected:



- 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., assignment Start Dates and Expected End Dates are displayed accurately.