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 addiotnal FIPS guides and user information.



Guide last reviewed: 04/10/2024 Next review due: 16/10/2025

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:

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| A Individuals | New Employer Created | A new en | 4. ESF Evidence Alerts | SDS delivery for ESF tag | MA | Unconfirmed As | Try the new look | |
| 🖸 Organisations | New Employer Created | A new en | 5. FIPS Support & Guidance | Use website link below 1 | FA | Confirmed Assig | | |
| User Request | New Employer Created | A new en | 6. MA Expected End Dates | When processing MA at | FA | Draft | | |
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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) Dublin, Edinburgh, Lisbon, London is selected:

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| 11 | Set the time zone you are in | | | | | | | | | | | | |
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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.