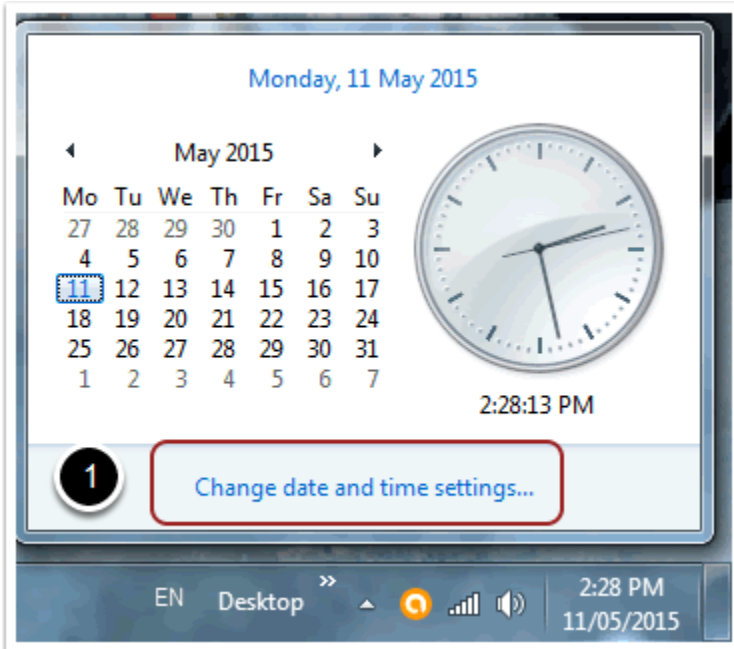


## How to set correct date format for AVETMISS

How to make sure all dates are reported in dd/MM/yyyy format.

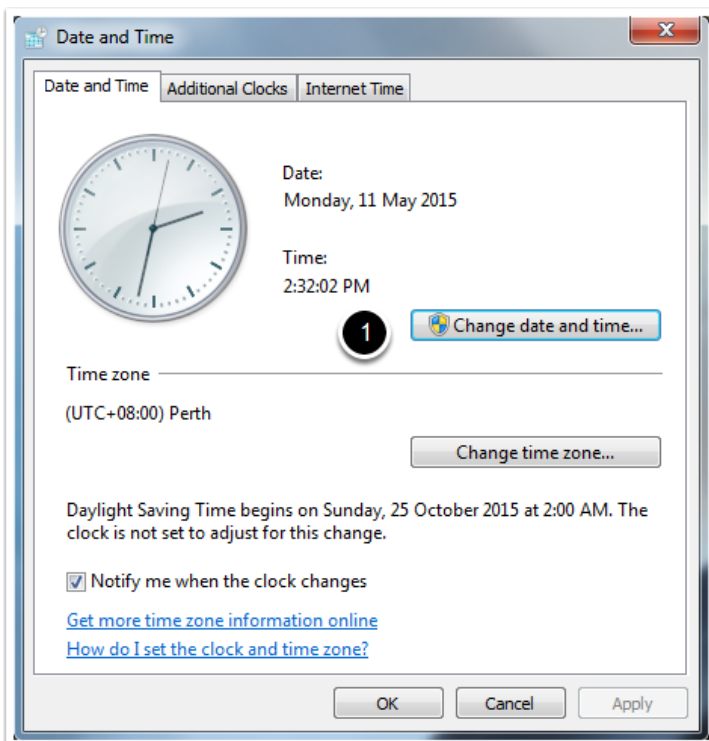
### 1. Click the Date / time in the bottom right of the screen.

1. This box will appear, next click the Change date and time settings.



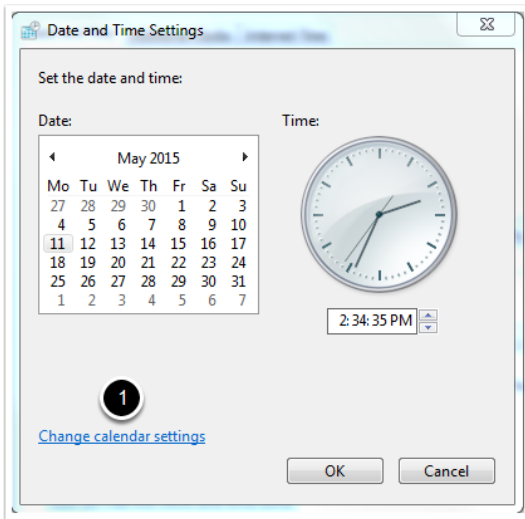
### 2. Date and Time box

1. With this box click the Change date and time button.



### 3. Date and Time settings

1. Now click the hyperlink Change calendar settings



### 4. Set date format...finally!

1. You have finally arrived at the right place! Click the drop down arrow of the short date box to see the different formats you can select.
2. Now choose dd/MM/yyyy so now when you export any dates no leading zeroes are removed. Save the change and there will be no errors due to incorrect date settings.

