

# How to change an incorrect date format

Last Modified on 10/06/2022 4:14 am EDT

How to change an incorrect date format

## Procedure Steps

The date format for the OnGuard applications must be changed via Windows. The procedure is as follows:

- 1) In Control Panel, open Regional and Language Options. The Regional and Language Options window opens.
- 2) On the Regional Options tab, click [Customize]. The Customize Regional Options window opens.
- 3) On the Date tab, change the format via the Short date and Long date sections of the window.
- 4) Click [Apply].
- 5) Click [OK].

The OnGuard date format will be changed next time an OnGuard application is started.

## Applies To

OnGuard (All Versions)

## Additional Information

Changes made to the date format affect all applications on the computer. The changes affect only the computer where the modifications were made.

---