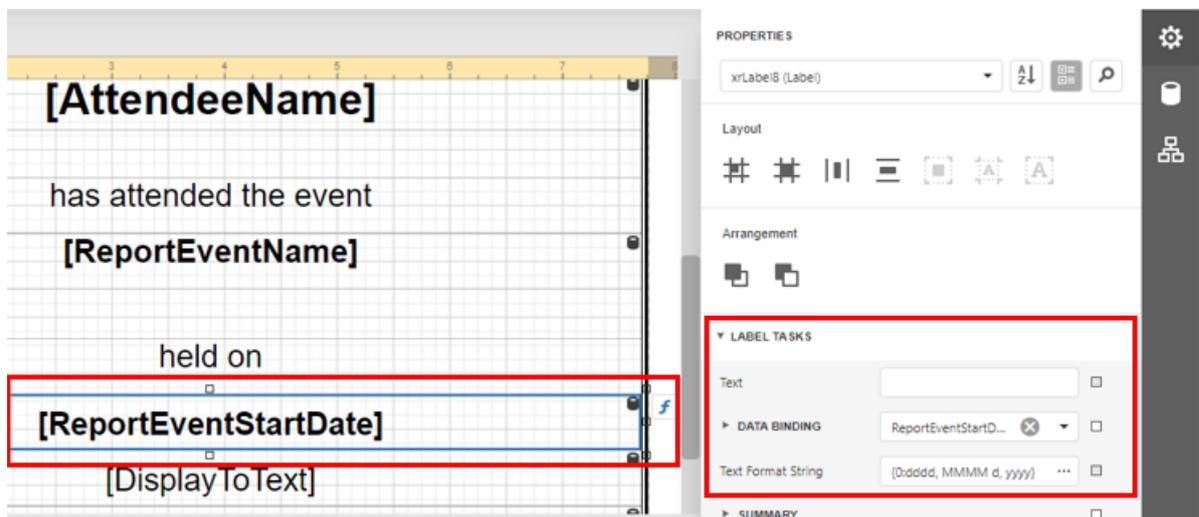


# How do I change the format for the date and time in a report?

Last Modified on 11/25/2024 2:53 am EST

1. Select the report, and copy it (using the Copy button).
2. Give the copied version a new name (double-click on the name and type the new one in).
3. With the renamed report selected, click the Edit button.
4. In the Report Editor, select the date field that you want to change (in the example below, the field is called [ReportEventStartDate]).



5. Under the Label Tasks section, look for Text Format String, and select the three dots to the right.
6. You'll see the window below open up.

Category	Types
DateTime	dd/MM/yyyy
Number	dd/MM/yy
Percent	d/M/yy
Currency	d.M.yy
Special	yyyy-MM-dd
General	
	dd/MM/yyyy <input type="button" value="Add"/>
	Preview
	05/04/2023

7. With the **DateTime** category selected on the left, click on Types on the right, and scroll to see different options.
8. The Preview window shows you how your choice will appear.
9. Once you're happy with your choice, click **OK** to save the new string.



If you have more than one Date field in your report, you'll need to repeat this process.

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