

Appendix J

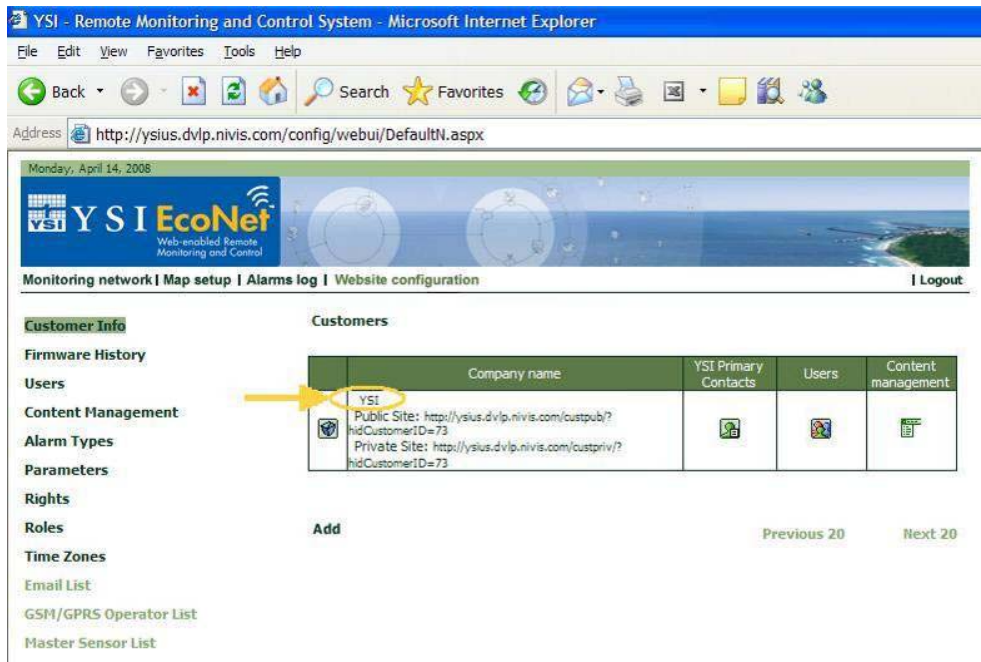
Changing Date Format

Enabling European Date Format

REVISION 1.2 April 14 2008

The EcoNet website allows users to choose the formats of the date shown on the public and private sites as well as any reports created. The default format is the US format of MM/DD/YYYY. The user can now select the European format of DD/MM/YYYY. The following steps are intended to guide any users who wish to switch the formats of the dates. The user must have administrator privileges to implement this change.

Step 1) Log into the configuration site and on the upper selection tool bar click “website configuration”. In the left hand tool bar select “Customer Info”. This should open a window similar to the picture shown below. In the center of the screen under the column Company name select the name of the site to be changed.



Step 2) The screen should now display the “Edit customer” page similar to the picture shown below. In the center of the screen below the Company information there is a drop down menu called “Date and time format” that will allow the selection between the two styles of displaying the dates.

It is important to note that any reports stored on the private site made prior to this change will change their data format anytime the format is changed.

