

## How to change date format in Analytics reports

- **Article Type:** General
  - **Product:** Alma
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### Desired Outcome Goal:

The date format can be modified by entering "My Account" and changing the Locale (location)" entry in the 'Preferences' tab.

Do the same modification for the "BI Publisher Preferences" tab, same field.

All the reports will open in the desired date format for this user.

### Procedure:

**Category:** Analytics

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