My due dates are set in the wrong date format

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Symptom

• The date format is incorrect and inconsistent to that shown on my Windows Task bar

Applies to

• WorldShare Circulation

Resolution

Ensure that your Browser is set to the correct Language setting. In this example, Firefox is used:

1. Open the menu to go to the settings for the browser currently being used.
2. Navigate to **Options**.
3. Go to **Languages and Appearance**.
4. In the Language setting select **Choose**.
5. It may be necessary to **Select a Language to add**. Click the Drop-down list to select the appropriate Language for the region. For example, English (Australia) [en-au] and select **Add**.
6. If there are other language settings there, ensure also that the preferred Language is at the top of the section. Click **OK**.
7. Close out of the Browser settings, refresh your cache and log back in to WorldShare Circulation to check the date format.

In this other example, Chrome is used:

1. Open the menu by selecting the 3 dots far right of browser screen.
2. Choose **Settings** for the browser currently being used.
3. Scroll down the options and select **Advanced**.
4. Scroll down to **Languages** and select the correct language required.
5. It may be necessary to **Select a Language to add**. Click the Drop-down list to select the appropriate Language for the region. For example, English (Australia) [en-au] and select **Add**.
6. If there are other language settings there, ensure also that the preferred Language is at the top of the section. Click **OK**.
7. Close out of the Browser settings, refresh your cache and log back in to WorldShare Circulation to check the date format.
NOTE: It will also depend on how your Internet browsers are set up at your institution, you may need to get the Network Administrator /IT staff to make this change OR make a global change on IIS, or on the network itself. Check if all PC's are showing the incorrect date format, or just one PC. As this will guide you to know, if you need to contact your IT staff.