



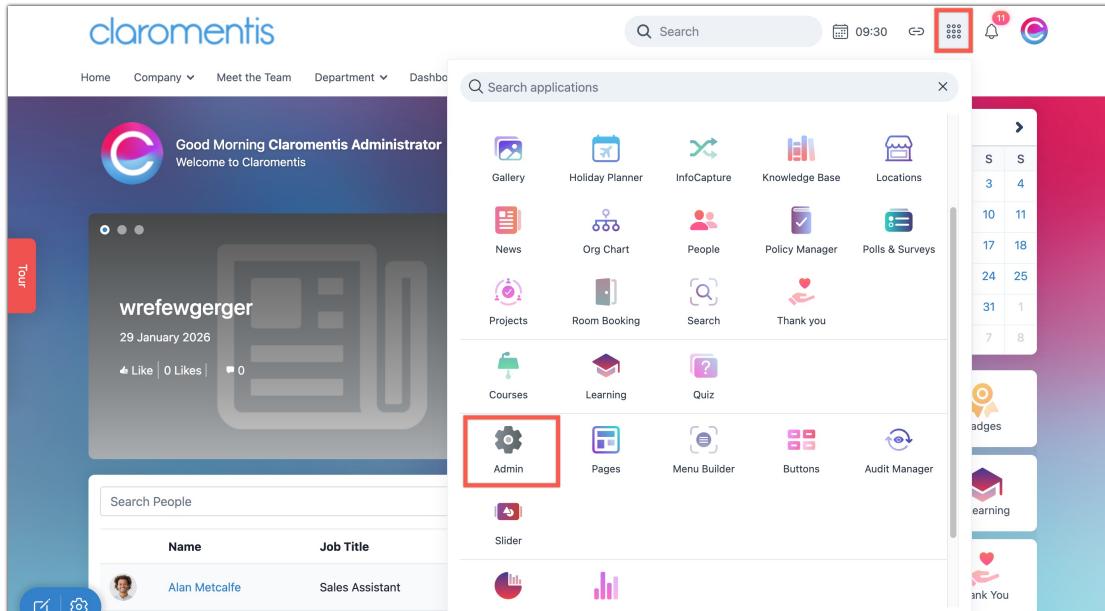
This article will guide you through the following key areas:

1. [How to set or change the default date, time and location of the site](#)
2. [How to create different timezones for users located in other areas across the world](#)
3. [How users from those timezones can select the right zone for them](#)
4. [How users can temporarily change their timezone for work trips or travel](#)

## Set or change the default date, time and location of the site

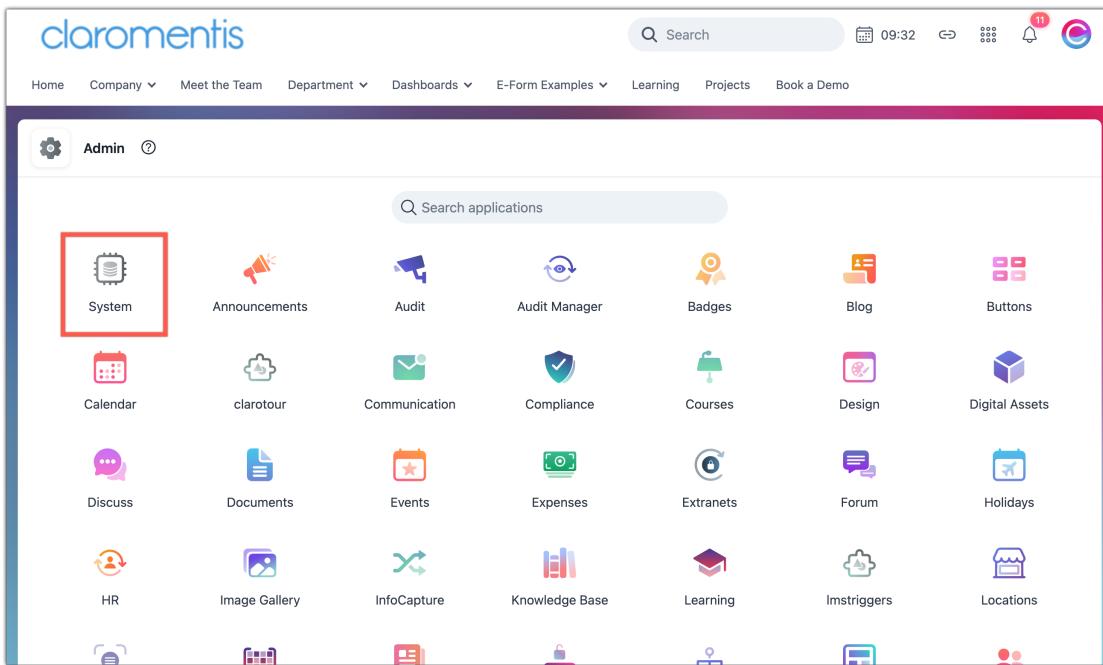
**Please note:** Only those with System Administrator permissions can access this tile. Learn how to manage these permissions using the [Sysadmin article](#).

1. Navigate to Applications > Admin.



The screenshot shows the Claromentis application dashboard. On the left, there's a news feed card with a placeholder name 'wrefewgerger' and a date '29 January 2026'. Below it is a search bar for 'Search People' and a table showing a single user: 'Name' (Alan Metcalfe) and 'Job Title' (Sales Assistant). On the right, there's a 'Search applications' bar and a grid of various application icons. The 'Admin' icon, which is a gear symbol, is highlighted with a red box. In the top right corner of the dashboard, there's a small grid icon with a red box around it, which is the System tile icon.

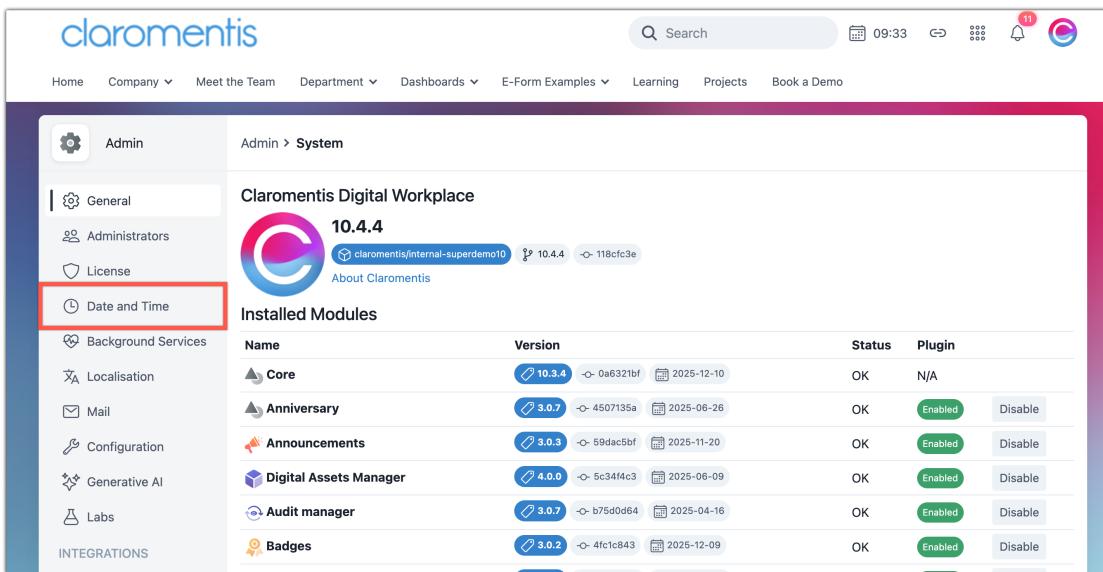
2. Select **System** to access the system panel.



The image shows the Claromentis Admin dashboard. At the top, there is a navigation bar with links: Home, Company, Meet the Team, Department, Dashboards, E-Form Examples, Learning, Projects, and Book a Demo. The top right corner shows the time as 09:32 and a notification count of 11. Below the navigation bar is a search bar and a toolbar with icons for search, refresh, and other system functions. The main area is titled 'Admin' and contains a grid of application icons. The 'System' icon, which is a gear with a circuit board, is highlighted with a red box. Other icons include Announcements, Audit, Audit Manager, Badges, Blog, Buttons, Calendar, clarotour, Communication, Compliance, Courses, Design, Digital Assets, Discuss, Documents, Events, Expenses, Extranets, Forum, Holidays, HR, Image Gallery, InfoCapture, Knowledge Base, Learning, Imtriggers, and Locations. At the bottom of the grid are several small, partially visible icons.

3. On the left-hand menu, you should see a link to **Date and Time**.

There you have two options: (1) Change time zones and (2) Change the format or configuration of the date and time.

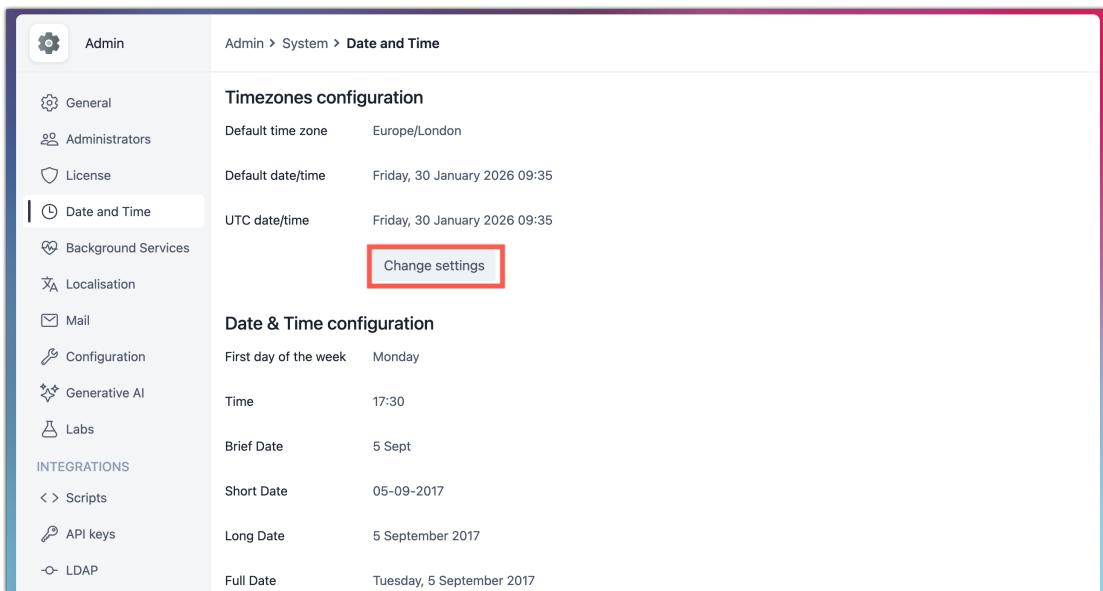


The image shows the Claromentis Admin dashboard. The left sidebar has a 'General' section with 'Administrators', 'License', and 'Date and Time' (which is highlighted with a red box). Other sections include 'Background Services', 'Localisation', 'Mail', 'Configuration', 'Generative AI', 'Labs', and 'INTEGRATIONS'. The main content area shows the 'Claromentis Digital Workplace' version 10.4.4. It displays the 'About Claromentis' section with the URL claromentis/internal-superdemo10, the commit hash 10.4.4, and the timestamp 2025-12-09. Below this is a table titled 'Installed Modules' with columns: Name, Version, Status, and Plugin. The modules listed are Core (10.3.4, OK, N/A), Anniversary (3.0.7, OK, Enabled, Disable), Announcements (3.0.3, OK, Enabled, Disable), Digital Assets Manager (4.0.0, OK, Enabled, Disable), Audit manager (3.0.7, OK, Enabled, Disable), and Badges (3.0.2, OK, Enabled, Disable).

## Timezones configuration

Here, you will have the default timezone, which is best set to wherever the majority of the users are based.

1. Click **Change Settings**.



Admin > System > Date and Time

**Timezones configuration**

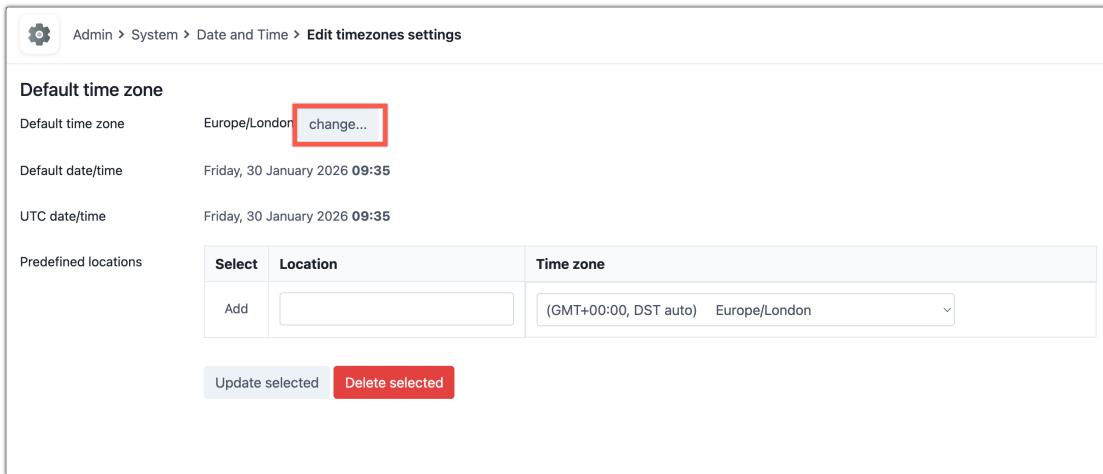
Default time zone	Europe/London
Default date/time	Friday, 30 January 2026 09:35
UTC date/time	Friday, 30 January 2026 09:35

**Date & Time configuration**

First day of the week	Monday
Time	17:30
Brief Date	5 Sept
Short Date	05-09-2017
Long Date	5 September 2017
Full Date	Tuesday, 5 September 2017

**Change settings**

2. You have the option to amend the default time zone setting by selecting **Change...**



Admin > System > Date and Time > **Edit timezones settings**

**Default time zone**

Default time zone	Europe/London	<b>change...</b>
Default date/time	Friday, 30 January 2026 09:35	
UTC date/time	Friday, 30 January 2026 09:35	

**Predefined locations**

Select	Location	Time zone
Add	<input type="text"/>	(GMT+00:00, DST auto) Europe/London

**Update selected** **Delete selected**

This change will automatically update the default date and time that new users to the site will get as standard. Everyone who still has the 'default' time setting selected in their personal profile will also see the change.

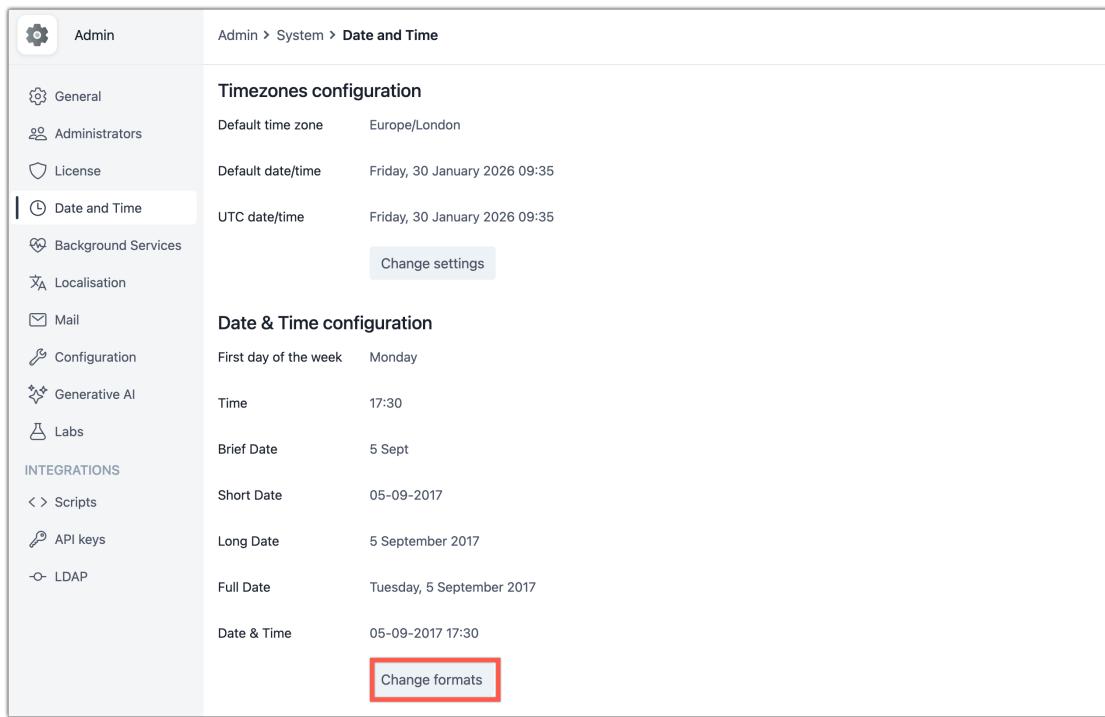
**Please note:** UTC time stands for Coordinated Universal Time and is the primary standard by which the world regulates clocks and time. This cannot be changed.

## Date & Time Configuration

In this area, it is possible to change the format of the date and time as it will appear across the Intranet.

The panel shows how the date and time will display when different configurations are used in applications.

1. Click **Change formats** to alter how each will appear.



Admin > System > Date and Time

**Timezones configuration**

Default time zone	Europe/London
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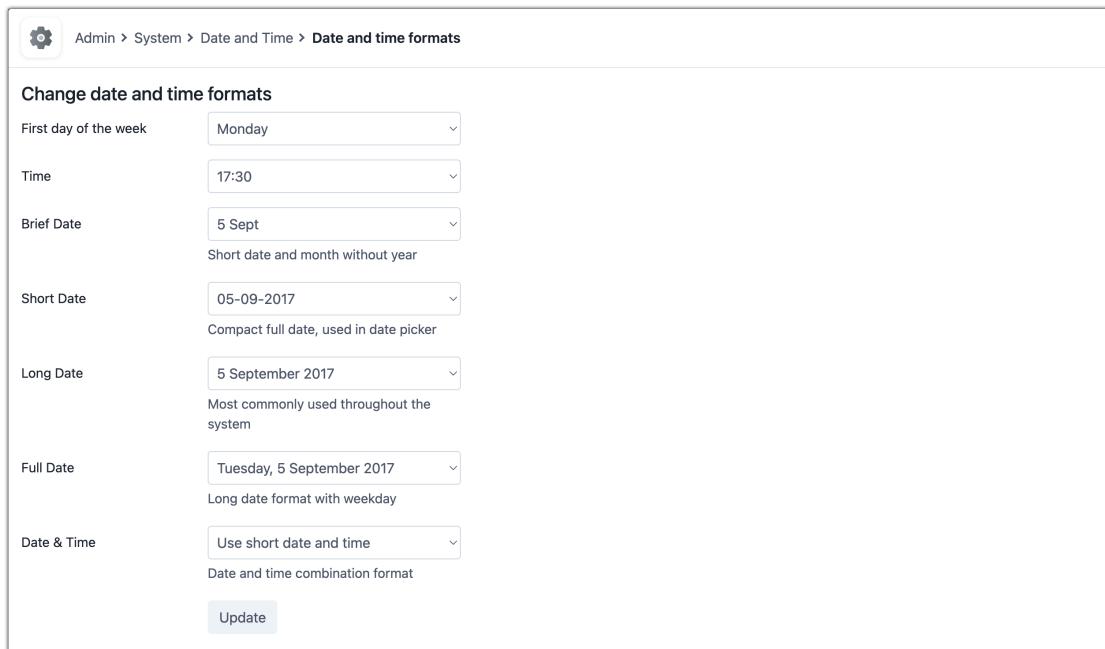
**Date & Time configuration**

First day of the week	Monday
Time	17:30
Brief Date	5 Sept
Short Date	05-09-2017
Long Date	5 September 2017
Full Date	Tuesday, 5 September 2017
Date & Time	05-09-2017 17:30

**Change settings**

**Change formats**

2. You have the options to alter the following date formats.



Admin > System > Date and Time > Date and time formats

**Change date and time formats**

First day of the week	Monday
Time	17:30
Brief Date	5 Sept
Short Date	05-09-2017
Long Date	5 September 2017
Full Date	Tuesday, 5 September 2017
Date & Time	Use short date and time

**Change formats**

12-hour or 24-hour formats are available for all-time information, so you can customise each to display in the format that is appropriate for your end-users.

The date format can also be changed to reflect the month first, rather than the day.

## Create different timezones for users located in other areas across the world

If you have users based all over the world, you can add each timezone. Adding time zones enables users to choose them in their profile settings.

1. Head to the **Default time zone** area.

Admin > System > Date and Time

**Timezones configuration**

Default time zone	Europe/London
Default date/time	Friday, 30 January 2026 09:35
UTC date/time	Friday, 30 January 2026 09:35

**Date & Time configuration**

First day of the week	Monday
Time	17:30
Brief Date	5 Sept
Short Date	05-09-2017
Long Date	5 September 2017
Full Date	Tuesday, 5 September 2017

[Change settings](#)

General  
Administrators  
License  
Date and Time  
Background Services  
Localisation  
Mail  
Configuration  
Generative AI  
Labs  
INTEGRATIONS  
< > Scripts  
API keys  
-O- LDAP

2. Enter the Location name and select the time zone you wish to add.

Admin > System > Date and Time > [Edit timezones settings](#)

**Default time zone**

Default time zone	Europe/London	<a href="#">change...</a>
Default date/time	Friday, 30 January 2026 09:40	
UTC date/time	Friday, 30 January 2026 09:40	

**Predefined locations**

Select	Location	Time zone
Add	<input type="text"/>	(GMT+00:00, DST auto) Europe/London

[Update selected](#) [Delete selected](#)

**Tip:** Simply type the label for this timezone, you could use just the main city name for example 'London' or it could be a bit more specific like the names of various offices or teams.

3. Click **Update selected**.

Admin > System > Date and Time > [Edit timezones settings](#)

**Default time zone**

Default time zone	Europe/London	<a href="#">change...</a>
Default date/time	Friday, 30 January 2026 09:40	
UTC date/time	Friday, 30 January 2026 09:40	

**Predefined locations**

Select	Location	Time zone
Add	<input type="text"/>	(GMT+00:00, DST auto) Europe/London

[Update selected](#) [Delete selected](#)

Below 3 new timezones have been added: London, Seoul, and New York.

These will be displayed as a predefined location in 'My Settings' for users to select from.

Admin > System > Date and Time > **Edit timezones settings**

**Default time zone** Europe/London [change...](#)

**Default date/time** Friday, 30 January 2026 09:54

**UTC date/time** Friday, 30 January 2026 09:54

**Predefined locations**

Select	Location	Time zone
<input type="checkbox"/>	London	(GMT+00:00, DST auto) Europe/London
<input type="checkbox"/>	Seoul	(GMT+09:00) Asia/Seoul
<input type="checkbox"/>	New York	(GMT-05:00, DST auto) America/New_York
<a href="#">Add</a>		(GMT+00:00, DST auto) Europe/London

[Update selected](#) [Delete selected](#)

## Select an individual time zone

Now that these three predefined locations have been added, users will have the option to choose from them.

1. Head to **My Settings** by clicking on your profile image on the navigation bar.

claromentis

Home Company Meet the Team Department Dashboards E-Form Examples Learning Projects Book a Demo

Good Morning Claromentis Administrator  
Welcome to Claromentis

Covid resurgence Rumours Wiped us in ...  
13 December 2025  
Like 0 Likes 0

Current Weather  
Type location

Brighton, UK  
Few clouds  
9 °C  
HIGH: 9°C | LOW: 3°C  
Chance of rain: 100%

Friday Saturday Sunday Monday  
9°C 9°C 8°C 8°C  
9°C | 9°C | 9°C | 9°C |  
3°C 5°C 8°C 8°C  
modera... light rain light rain light rain

25 5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31 1  
2 3 4 5 6 7 8

New Hire Hub Badges

Intranet Advice

Claromentis Administrator  
View my profile  
Edit my profile  
**My settings** [Log out](#)

2. Head to the **Location & timezone** area.

People > **My settings**

Authentication Notification settings Interface "What's New" options **Location & timezone**

Location Default

Time zone (GMT+00:00, DST auto) Europe/London

[Save My Settings](#)

3. Select the location from the pre-defined locations that are listed.

The screenshot shows the 'Location & timezone' settings page. At the top, there are tabs for Authentication, Notification settings, Interface, 'What's New' options, and Location & timezone (which is highlighted in blue). Below these are sections for Location and Time zone. The Location section has a dropdown menu open, showing options: Default (selected), Traveling, London, Seoul, and New York. The Time zone section shows '(DST auto)' and 'Europe/London' with a dropdown arrow. A blue button at the bottom right says 'Save My Settings'.

If a key timezone is missing, users should request for it to be added through their administrators or they can temporarily change their location and timezone which is explained in the next section.

## Temporarily change time zone for work trips or travel

The site does not auto-update based on the location; it requires being changed.

1. Navigate to **My settings > Location & timezone**.

2. Use the drop-down and select the **Travelling** option. This unlocks the timezone drop-down and means users can manually select the timezone they are located in.

The screenshot shows the 'Location & timezone' settings page. The 'Traveling' option is selected in the Location dropdown. The Time zone dropdown shows '(GMT+01:00, DST auto)' and 'Africa/Ceuta'. A red box highlights the Location and Time zone sections, and a blue 'Save My Settings' button is at the bottom.

Created on 30 January 2026 by [Hannah Door](#)

Tags: [date](#), [Time](#), [location](#), [clock](#), [timezone](#)