

<u>Change date format – US to UK</u>

The date format on Self-Service is driven via the browsers settings. If you need to change it, try the following steps.

- Google Chrome
- Internet Explorer
- Mozilla Firefox

Google Chrome (Version 32.0.1700.107 m)

1. Select the Menu button



2. Goto settings



3. Show advanced settings



4. Language and input settings

Languages

Change how Chrome handles and displays languages

Lang	uage	and	input	settings

Languages		×
Add languages and drag to order them	based on your preference.	
Languages	English (United States)	
English (United States)	Google Chrome is displayed in this language	
English	Use this language for spell checking Offer to translate pages in this language	

- 5. NB: If English (United Kingdom) does not appear in the list
 - a. Select <Add>
 - b. Select "English (United Kingdom)"

Add language		×
Language:		
Afrikaans	•	
Dutch - Nederlands English (Australia) English (Canada) English (New Zealand) English (South Africa) English (South Africa) English (United Kingdom) Esperanto - esperanto Estonian - eesti Faroese - føroyskt Filipino Einnish - suomi		



anguages	English (United Kingdom)	
nglish (United Kingdom)	Display Google Chrome in this language	
nglish	This language is used for spell checking	
nglish (United States)	Offer to translate pages in this language	
Add		

6. Drag the "English (United Kingdom)" language to the top of the list

- 7. Press 'Display Google Chrome in this language'
- 8. Press 'Done' and close all Google Chrome Windows





9. The next time Google Chrome opens, the language preference should be *English (United Kingdom)* and the **date format** will be UK.

Internet Explorer (Version 9.0.8112.16421)

Version: 9.0.8112.16421 64-bit Edition Update Versions: 9.0.33 (KB3003057)

1. Select 'Tools' > 'Internet Options'

			🗈 🖈 🛱
	P	rint	+
A Abe	Fi	le	+
	Z	oom <mark>(</mark> 85%)	+
	Sa	afety	+
	V	iew downloads	Ctrl+J
	N	lanage add-ons	
	FI	L2 developer tools	;
	G	o to pinned sites	
	In	ternet options	
	А	bout Internet Expl	orer

2. Via the 'General' tab, select 'Languages'

Internet Option	s ?							
General Secu	urity Privacy Content Connections Programs Advanced							
Home page								
📄 👘 🖥	o create home page tabs, type each address on its own line.							
	Use current Use default Use blank							
Browsing his	tory							
🕀 D	elete temporary files, history, cookies, saved passwords, nd web form information.							
	Delete browsing history on exit							
	Delete Settings							
Search —	hange search defaults. Settings							
Tabs								
	hange how webpages are displayed in Settings							
Appearance								
Colors	Eanguages Fonts Accessibility							
	OK Cancel Apply							



Language Preference	X
Language Preference Add the languages you use to rea preference. Only add the ones yo be used to impersonate websites i	d websites, listing in order of u need, as some characters can in other languages.
Language: English (United Kingdom) [en-GE	B] Move up
	Move down Remove
	Add
Prefix and suffix options	
Do not add 'www' to the beg	inning of typed web addresses
Specify the suffix (for example . typed web addresses when you	net) that should be added to press Ctrl + Shift + Enter.
Suffix:	
	OK Cancel

3. NB: if English (United Kingdom) [en-gb] is not visible

- a. Press <Add>
- b. Select 'English (United Kingdom)'



c. Press <ok>

pobl aber people

4. Press <OK> to apply changes

Internet Options	X
Language Preference	ed
Language Preference Add the languages you use to read websites, listing in order of preference. Only add the ones you need, as some characters can be used to impersonate websites in other languages.	a to a
Language:	
English (United Kingdom) [en-GB] Move up	
Move <u>d</u> own	-
Remove	
<u>A</u> dd	
Prefix and suffix options	
Do not add 'www' to the beginning of typed web addresses	h
Specify the suffix (for example .net) that should be added to typed web addresses when you press Ctrl + Shift + Enter.	
Suffix:	
OK Cancel	
Colors Languages Fonts Accessibility	

- 5. Press <OK> to close Internet Options and apply the language change
- 6. The next time Internet Explorer opens, the language preference should be *English (United Kingdom)* and the **date format** will be UK.



Mozilla Firefox (Version 32.0.3)

1. Select 'Open Menu'



2. Select 'Open options'

	۶	●☆自	
m	🔏 Cut	Сору	🚊 Paste
	-	100%	+
		8	
	New Window	New Private Window	Save Page
		()	∢⊒⊳
	Print	History	Full Screen
	Find	Option Opt	en options
)	Developer		
	🚺 Sign in to Syr	ıc	
	+ Customize		0 U



ptions						-	×
		贡		90		Q	- Qi
General	Tabs	Co <mark>nten</mark> t	Applications	Privacy	Security	Sync	Advanced
<mark>▼ B</mark> lock	pop-up w	indows				<u>E</u> xc	eptions
Fonts & C	olors						
Default for	nt: Time	es New Rom	an	•	<u>S</u> ize: 16	▼ <u>A</u> d	vanced
							olors
Language							
Ch <u>o</u> ose yo	, our preferr	ed language	e for displaying	pages		C	hoose
				ОК	Cance	el	<u>H</u> elp

3. Select the 'Content' tab then under the languages section press 'choose'



4. Via the menu, press the 'select a language to add' and choose 'English (United Kingdom)



5. Press 'OK'





6. Press 'OK'

Options		45.04					X
		۵. ر		90		\bigcirc	÷
General	Tabs	Content	Applications	Privacy	Security	Sync	Advanced
☑ <u>B</u> lock p	op-up wi	ndows				Exce	eptions
- Fonts & Col	lors						
Default font	t: Time	s New Rom	an	-	<u>S</u> ize: 16	▼ <u>A</u> d	vanced
							olors
Languages						_	
Ch <u>o</u> ose you	ir preferr	ed language	for displaying	pages		C	h <u>o</u> ose
			_				
				ОК	Cance	el 📃	<u>H</u> elp

- 7. Close all *Firefox* sessions.
- 8. The next time Mozilla Firefox opens, the language preference should be *English (United Kingdom)* and the **date format** will be UK.