

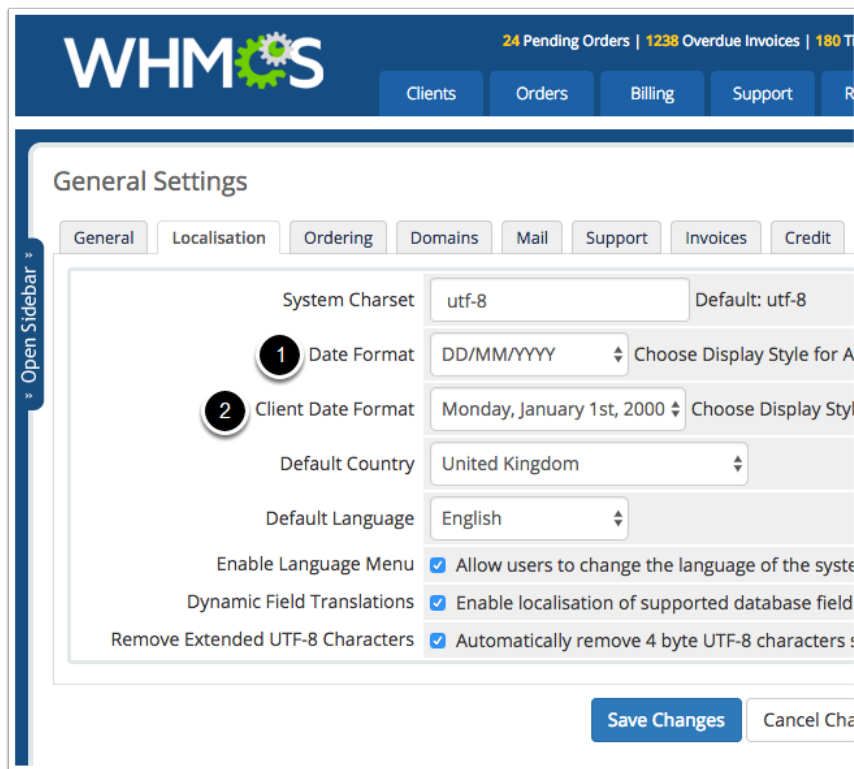
Change the way dates are displayed

WHMCS can display date formats in several different ways. Staff can even see dates in a different format to clients if desired.

Navigate to **Setup > General Settings**

Select the **Localisation** tab

1. In the *Date Format* dropdown, choose how dates should appear to staff throughout the administration area.
 2. In the *Client Date Format* dropdown, choose how dates should appear to visitors throughout the order form and client area.
- Choosing the *Same as Admin (Above)* option will show dates to clients and staff in the same way
 - Choose any of the other options will show dates in a different format to clients than staff.



The screenshot shows the WHMCS 'General Settings' page with the 'Localisation' tab selected. The page has a top navigation bar with 'Clients', 'Orders', 'Billing', 'Support', and 'Reports'. Below the 'General Settings' title, there are tabs for 'General', 'Localisation', 'Ordering', 'Domains', 'Mail', 'Support', 'Invoices', and 'Credit'. The 'Localisation' tab is active, showing settings for 'System Charset' (utf-8), 'Date Format' (DD/MM/YYYY), 'Client Date Format' (Monday, January 1st, 2000), 'Default Country' (United Kingdom), 'Default Language' (English), 'Enable Language Menu' (checked), 'Dynamic Field Translations' (checked), and 'Remove Extended UTF-8 Characters' (checked). A sidebar on the left contains an 'Open Sidebar' button. At the bottom right, there are 'Save Changes' and 'Cancel Changes' buttons.

Setting	Value	Default
System Charset	utf-8	utf-8
1 Date Format	DD/MM/YYYY	Choose Display Style for Admin
2 Client Date Format	Monday, January 1st, 2000	Choose Display Style for Client
Default Country	United Kingdom	
Default Language	English	
Enable Language Menu	<input checked="" type="checkbox"/>	Allow users to change the language of the system
Dynamic Field Translations	<input checked="" type="checkbox"/>	Enable localisation of supported database fields
Remove Extended UTF-8 Characters	<input checked="" type="checkbox"/>	Automatically remove 4 byte UTF-8 characters