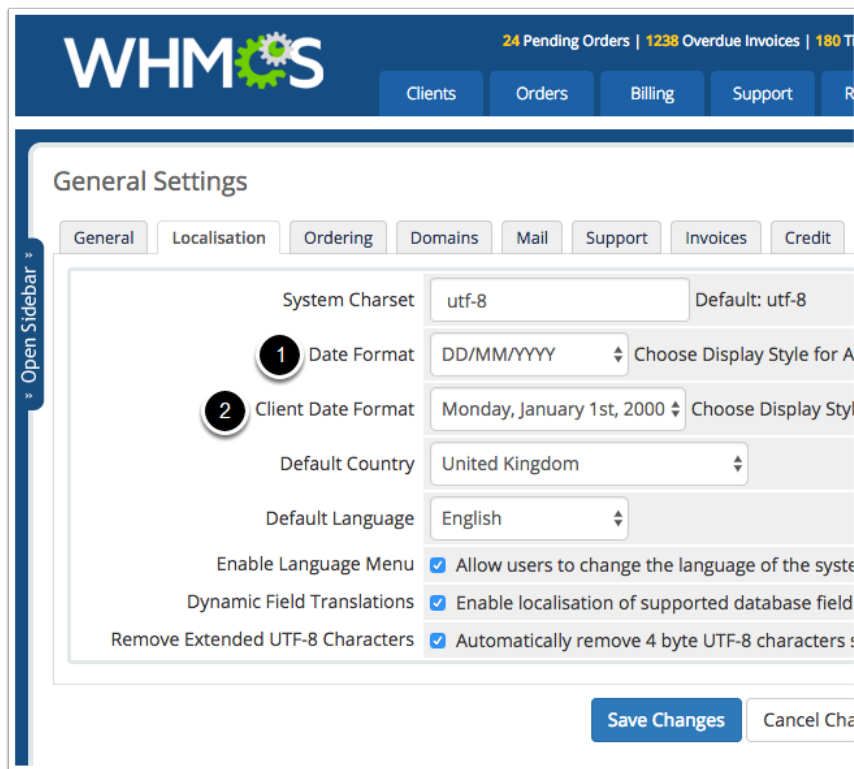# Change the way dates are displayed

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.