

1. Select 'Tools'.

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2. Select 'Set Preferences'.

APPS			
Set Preferences Space	es Scheduled	Scheduled File Import and	Download Desktop

3. Select 'Regional'.





4. Using the drop-down box, select the appropriate **'Time Zone'**.

Date Format M/d/yy (6/25/20) V Time Format h:mm a (9:23 PM) V Number Format -1,234.587 V Currency US Dollar V Time Zone (UTC-06:00) Chicago - Central Time (CT) V	Territory	United States	
Time Format h:mm a (9:23 PM) V Number Format -1,234.567 V Currency US Dollar V Time Zone (UTC-06:00) Chicago - Central Time (CT) V	Date Format	M/d/yy (6/25/20)	
Number Format -1,234.567   Currency US Dollar   Time Zone (UTC-06:00) Chicago - Central Time (CT)	Time Format	h:mm a (9:23 PM)	
Currency US Dollar	Number Format	-1,234.567 🗸	
Time Zone (UTC-08:00) Chicago - Central Time (CT)	Currency	US Dollar	~
	Time Zone	(UTC-06:00) Chicago - Central Time (CT)	~

5. Click **'Save'** or **'Save and Close'** in the upper right corner of the screen to update time zone.

