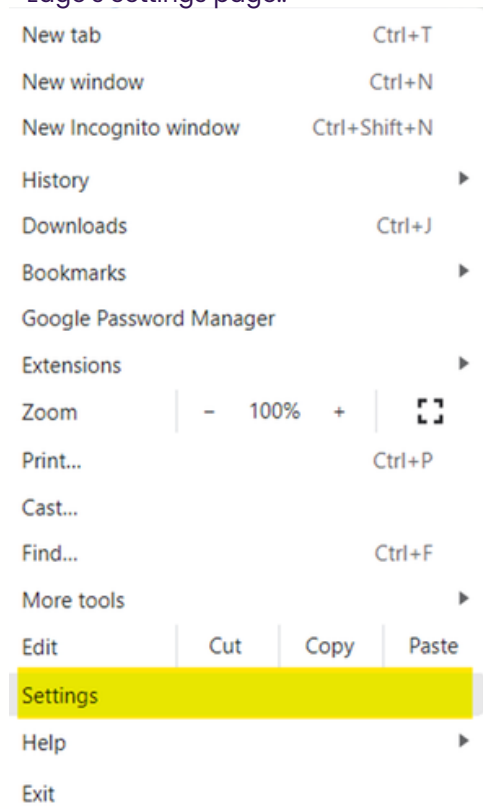


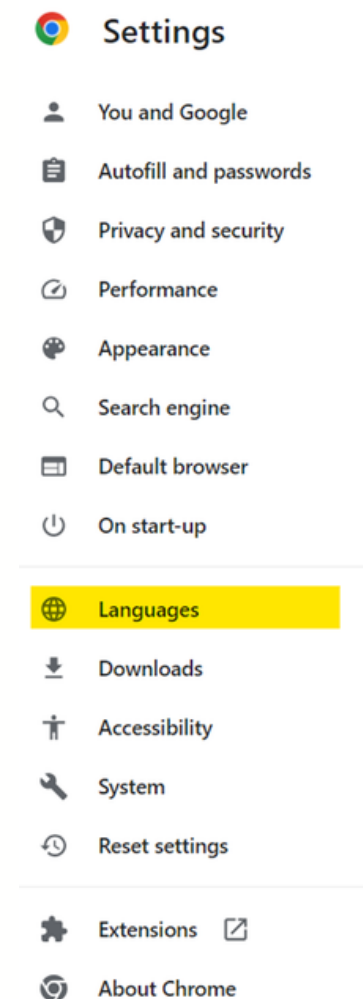
How to change the time format in your browser for the portal

Here is a step-by-step guide for Google Chrome and Microsoft Edge. You must set the browser language to English (United Kingdom) to ensure the correct time format is displayed in the portal. If English (UK) is already installed then this guide explains how to add another language first, remove English (UK) and add it again.

1. Click the three vertical dots in the top-right corner and select "Settings" to open Chrome's/ Microsoft Edge's Settings page..



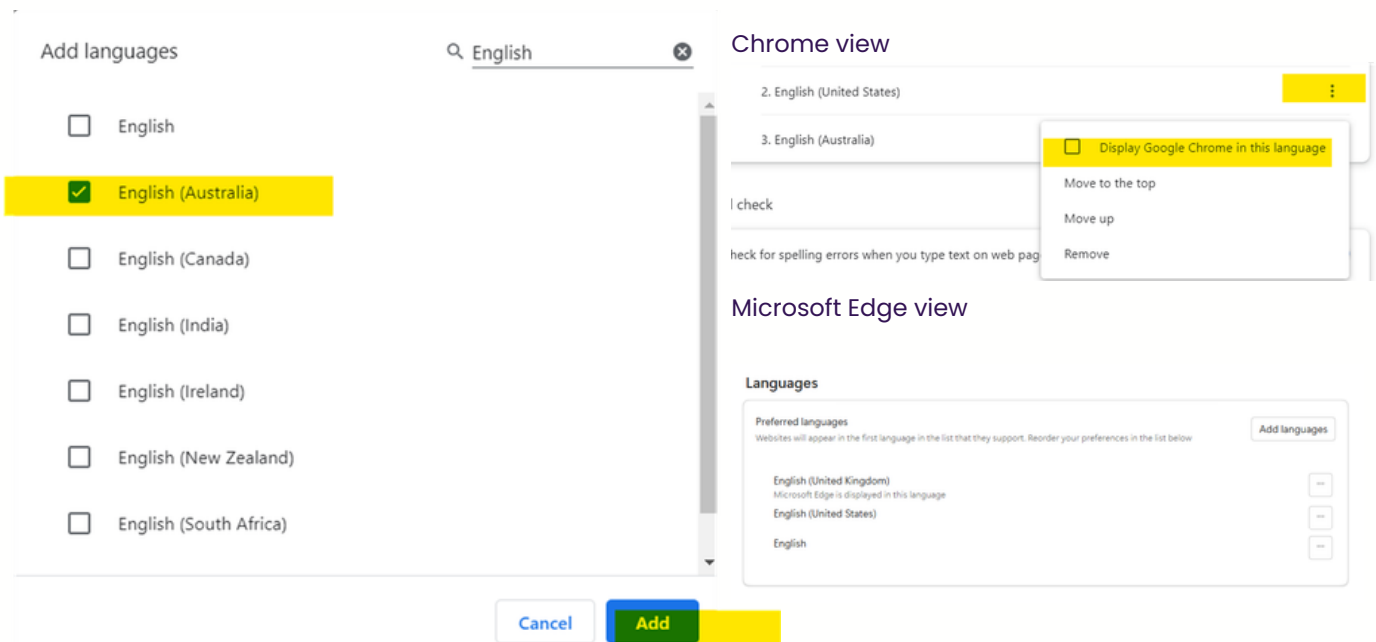
2. Select 'Languages' from the navigation bar on the left side.



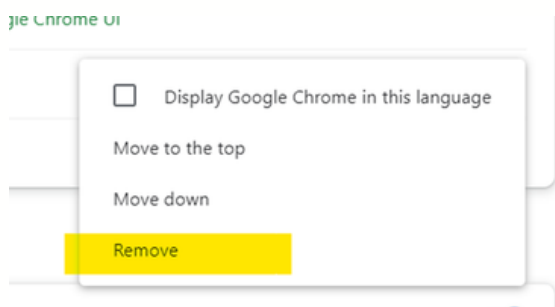
How to change the date format on the browser to English (United Kingdom) for the portal

3. In the Preferred Languages section, you should see all the installed languages. Click the "Add languages" button to add a language that is not listed, such as English (Australia).

4. After you've selected and added your language, click the three vertical dots next to it and tick "Display Google Chrome in this language." (Similarly in a Microsoft Edge browser.)



5. Now click the three vertical dots next to the other languages and remove them.



6. Close the Chrome browser for the changes to take effect, then reopen it.

7. Repeat steps 1 to 4 to add "English (United Kingdom)".

8. Follow step 5 to remove the previously added language.

9. You should now see only "English (United Kingdom)" under 'Preferred Languages'.

10. Close and reopen the browser again.

11. Check the date format in the portal.