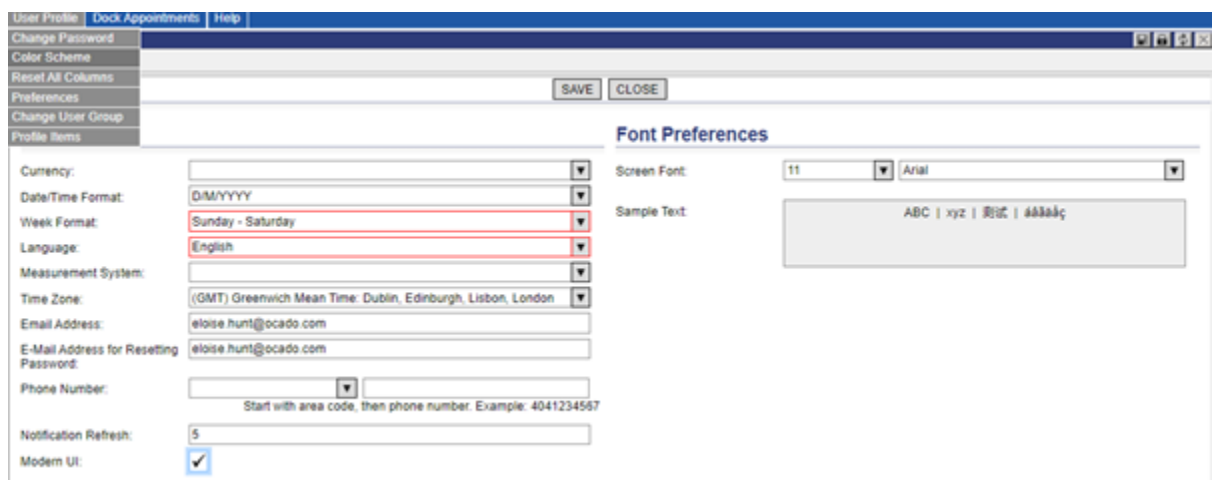


How to customise your dashboard

On first login, you will need to update your dashboard to set the Time Zone and see the portal in the Modern UI.

1. Under **User Profile > Preferences** set:
 - Date/Time Format to UK date format **D/M/YYYY**
 - Time Zone to **(GMT)**
 - Enter Email Address for **Resetting Password**
 - Select the checkbox next to **Modern UI**



The screenshot shows a web application interface for user preferences. The top navigation bar includes 'User Profile', 'Book Appointments', and 'Help'. Below this is a sidebar menu with options: 'Change Password', 'Color Scheme', 'Reset All Columns', 'Preferences', 'Change User Group', and 'Profile Items'. The main content area is titled 'Font Preferences' and contains two columns of settings. The left column includes: 'Currency' (dropdown), 'Date/Time Format' (dropdown set to 'D/M/YYYY'), 'Week Format' (dropdown set to 'Sunday - Saturday'), 'Language' (dropdown set to 'English'), 'Measurement System' (dropdown), 'Time Zone' (dropdown set to '(GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London'), 'Email Address' (text input 'eloise.hunt@ocado.com'), 'E-Mail Address for Resetting Password' (text input 'eloise.hunt@ocado.com'), 'Phone Number' (text input with a dropdown and a note 'Start with area code, then phone number. Example: 4041234567'), 'Notification Refresh' (text input '5'), and 'Modern UI' (checkbox checked). The right column includes: 'Screen Font' (dropdown set to '11' and 'Arial') and 'Sample Text' (a grey box containing 'ABC | xyz | 测试 | áääåäç'). At the top right of the main content area are 'SAVE' and 'CLOSE' buttons.

2. Click **Save**.