

Date Format on Printed Reports is Incorrect

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Q. The date format printed on reports is wrong. For example, if the date is '12-2-02' on the printed report it is showing '2-12-02'. How can I correct this format?

A. To correct the date format use the following steps:

1. Exit out of Agvance.
2. Go to *Start / Settings / Control Panel / Regional Settings*.
3. Re-select the correct *Long* and *Short* date formats.
4. **Apply** and click **OK**.
5. Log back into Agvance and try the report again.