

# Application

## My reports show an hour ahead of our time. How do i change it

To change your time zone in Geotab, first log into MyFleetistics. Open the Geotab window by clicking "Telematics & Dashcams" then "Geotab". On the left side of the menu, click MyGeotab-> Administration-> Users. Once you see a list of users, select yours and click the UI Settings tab-> Time zone (make your change here)-> then click Save. Once you have done this, your reports will show up with the correct time zone you have chosen.

The screenshot shows the MyGeotab interface. On the left is a navigation menu with items like 'Getting Started & Help', 'Dashboard & Analytics', 'Analytics Lab', 'Map', 'Vehicles & Assets', 'Activity', 'VideoProtects', 'Drivewyze', 'Engine & Maintenance', 'Zones & Messages', 'Rules & Groups', and 'Administration'. The 'Administration' menu item is selected. The main content area is titled 'Options' and has tabs for 'Main Settings', 'Map Settings', 'HOS Settings', and 'System Communications'. Under 'Main Settings', there is a 'REGIONAL SETTINGS' section. It includes fields for 'Profile', 'Distance measurement system' (set to 'US/Imperial'), 'Fuel economy measurement' (set to 'MPG (US)'), and 'Electric energy economy measurement' (with 'Metric' and 'US/Imperial' sub-sections). There is also a 'Currency displayed as' dropdown set to 'Canadian dollar (CAD)'. A yellow warning box states: 'The exchange rates used in currency conversions are from the Bank of Canada. For more details, please read our [Terms and Conditions](#).' At the bottom, there are dropdowns for 'Date will have the format: 11/03/21' (set to 'MM/dd/yy') and 'Time will have the format: 12:06:49 pm' (set to 'h:mm:ss tt'). The 'Time zone' dropdown is highlighted with a red box and shows '11/03/21 12:06:49 pm' and 'America/New\_York'.

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