

# 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'. The 'Main Settings' tab is active, showing 'REGIONAL SETTINGS'. Under this section, there are various settings: 'Profile' (with a dropdown and 'Edit profile' button), 'Distance measurement system' (with 'Metric' and 'US/Imperial' buttons), 'Fuel economy measurement' (with 'L/100 km', 'km/L', 'MPG (US)', and 'MPG (Imp)' buttons), 'Electric energy economy measurement' (with 'Metric' and 'US/Imperial' sections), 'Currency displayed as' (with a dropdown set to 'Canadian dollar (CAD)'), and 'Date will have the format' (set to 'MM/dd/yy'). At the bottom, the 'Time zone' is set to '11/03/21 12:06:49 pm' and 'America/New\_York', which is highlighted with a red rectangular box.

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