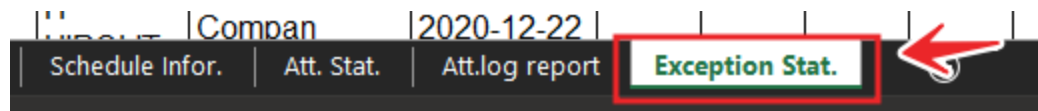# HOW TO CHANGE DATE FORMAT IN EXCEPTION STATISTIC REPORT

1. First, open the excel / file and go to sheet #4 (Exception Statistic Report).

2. Then, click *Select all Date in Column* (data only [D5 to END])

Exception Statistic Report

Stat.Date: 2020-12-19 ~ 2020-12-22

ID	Name	Department	Date	First time zone		Second time zone		Late time(Min)	Leave early(Min)	Absence (Min)	Total(Min)	Note
				-duty	Off-duty	On-duty	Off-duty					
614	ROLAND ODAVID	Compan	2020-12-21					0	0	450	450	
614	ROLAND ODAVID	Compan	2020-12-22					0	0	450	450	
616	EDWINP ABALAN	Compan	2020-12-21					0	0	450	450	
616	EDWINP ABALAN	Compan	2020-12-22					0	0	450	450	
611	JONASY ABUT	Compan	2020-12-21					0	0	450	450	
611	JONASY ABUT	Compan	2020-12-22					0	0	450	450	
101	CRIEZEL LAXA	Compan	2020-12-21					0	0	450	450	

3. Then, click *Text to Columns* in *Data* tab.
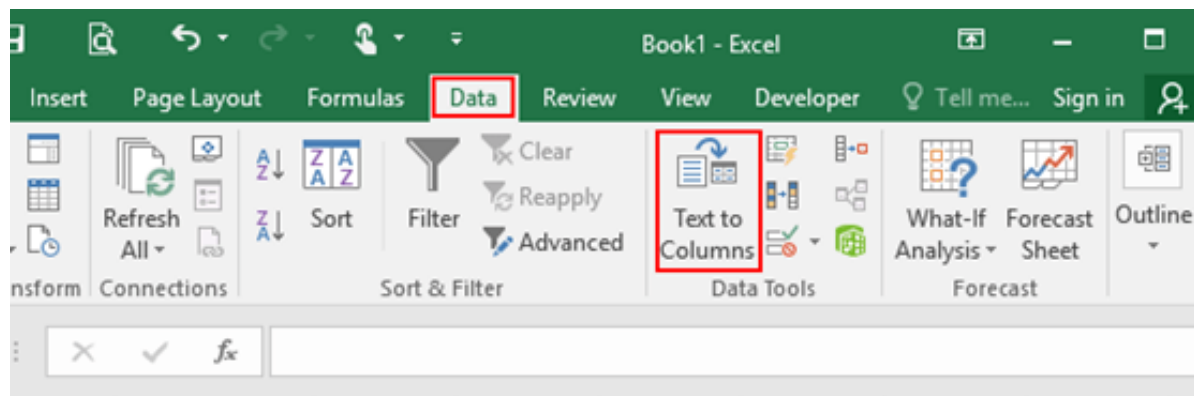
HOW TO CHANGE DATE FORMAT IN EXCEPTION STATISTIC REPORT

4. Next, Choose *Fixed width* and click *Next*.
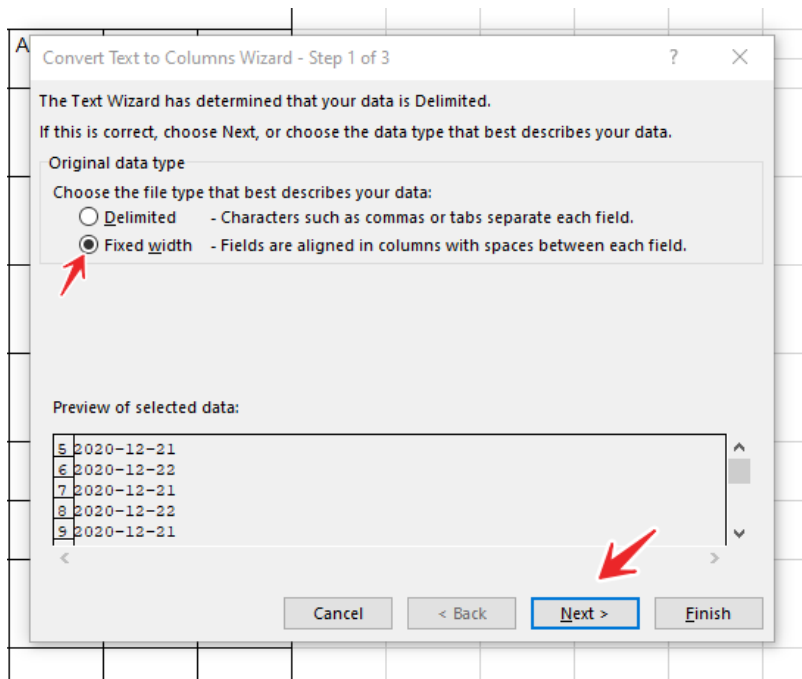
5. After that, click *Next* again and finally, choose the date format in *Date* option and click *Finish*.