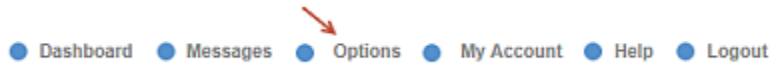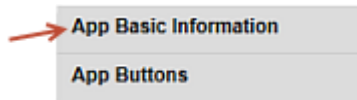## Select Organization's Time Zone

From the Dashboard:

1. In the header select 'Options'.

2. Select 'App Basic Information'.

3. Choose the correct time zone from the drop down menu.

4. Click 'Update'.