# How can I change the display and format of date and time?

Help Center - (٠) تعليقات - Chynah Hayde - 2023-09-06

You can customize the format that Deskpro uses to display dates and times in the Dates and Times section of **Admin > Help Center > Settings**.

The formatting will apply to the Agent interface and Help Center.

| Date and Time | | | |
|---|---|---|---|
| Default Timezone | UTC ▼ | | |
| Full date and time format | D, jS M Y g:ia | Fri, 23rd Jun 2023 1:42pm | |
| Full date format | D, jS M Y | Fri, 23rd Jun 2023 | |
| Date format | M j Y | Jun 23 2023 | |
| Short date format | M j | Jun 23 | |
| Time format | g:i a | 1:42 pm | |

Enter the option under the **format character** column from the table below, that corresponds to the date layout you want to display.
Example

The date format M j Y means that when the interface needs to display a date, it will display something like "Jan 1 2017". If you wanted it to display, "1st January 15", you would edit the **Date format** field to read "jS F y."

## Day

| Example output | Description | Format character |
|---|---|---|
| 01 to 31 | Day of the month, 2 digits with leading zeros | d |
| Mon through Sun | A textual representation of a day, three letters | D |
| 1 to 31 | Day of the month without leading zeros | j |
| Sunday through Saturday | A full textual representation of the day of the week | l (lowercase 'L') |

| Example output | Description | Format character |
|---|---|---|
| st, nd, rd or th. Works well with j | English ordinal suffix for the day of the month, 2 characters | S |
| 0 through 365 | The day of the year (starting from 0) | z |

## Week

| Example output | Description | Format character |
|---|---|---|
| 42 | ISO-8601 week number of year, weeks starting on Monday | W |

## Month

| Example output | Description | Format character |
|---|---|---|
| January through December | A full textual representation of a month, such as January or March | F |
| 01 through 12 | Numeric representation of a month, with leading zeros | m |
| Jan through Dec | A short textual representation of a month, three letters | M |
| 1 through 12 | Numeric representation of a month, without leading zeros | n |

## Year

| Example output | Description | Format character |
|---|---|---|
| 1999, 2003 | Full numeric year, 4 digits | Y |
| 99, 03 | A two-digit representation of a year | y |

## Time

| Example output | Description | Format character |
|---|---|---|
| am or pm | Lowercase Ante meridiem and Post meridiem | a |
| AM or PM | Uppercase Ante meridiem and Post meridiem | A |
| 1 through 12 | 12-hour format of an hour without leading zeros | g |
| 0 through 23 | 24-hour format of an hour without leading zeros | G |
| 01 through 12 | 12-hour format of an hour with leading zeros | h |
| 00 through 23 | 24-hour format of an hour with leading zeros | H |

| Format character | Description | Example output |
|---|---|---|
| i | Minutes with leading zeros | 00 to 59 |
| s | Seconds, with leading zeros | 00 through 59 |

## Timezone

| Format character | Description | Example output |
|---|---|---|
| I (capital i) | Whether or not the date is in daylight saving time | 1 if Daylight Saving Time, 0 otherwise |
| O | Difference to Greenwich time (GMT) in hours | +0200 |
| P | Difference to Greenwich time (GMT) with a colon between hours and minutes | +02:00 |

## Full Date/Time

| Format character | Description | Example output |
|---|---|---|
| c | ISO 8601 date | 2004-02-12T15:19:21+00:00 |
| r | RFC 2822 formatted date | Thu, 21 Dec 2000 16:01:07 +0200 |

البطاقات
date
localization
time