

IBM Maximo Asset Management V7.1

Setting the display date format



This training module is for Maximo® Asset Management version 7.1. In this module, you learn to set the display format for date fields within Maximo.

Objectives

When you complete this module, you can perform these tasks:

- Set the global display date format
- Check local user display date settings
- Determine where the display date format is obtained, if not set in Maximo

In this module, you set the global display date format in Maximo and check user local display date settings within their profiles. You also identify what format is used and where date display formatting is obtained from when no value is previously set in Maximo.

Setting display date format

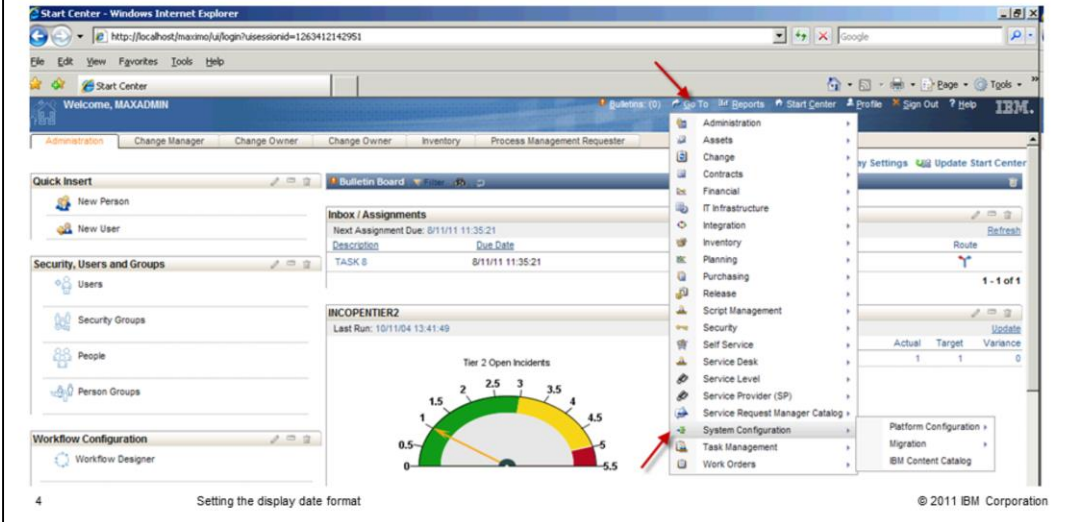
- To set the date format in Maximo, you use the setting.DISPLAYDATE property from the System Properties menu
- When you enter a date format for this property, it overrides any system settings for displaying date formats in Maximo

To set the global display date format within Maximo, you update the setting.DISPLAYDATE property in the System Properties menu.

When you set this property, it overrides any display date settings made at the system level.

Navigating to the system configuration menu

- Click **GoTo**
- Click **System Configuration**



Click **GoTo** and then click **System Configuration**.

Navigating system properties menu

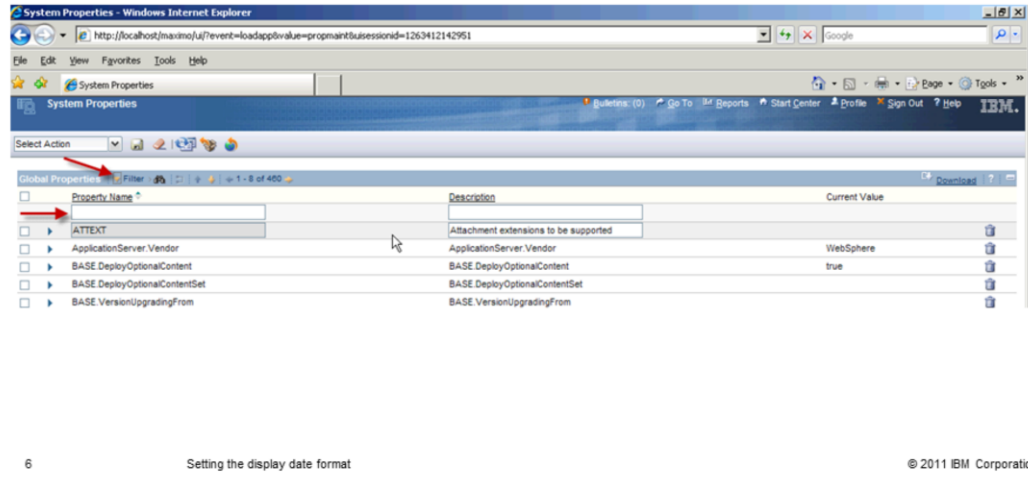
- Click **Platform Configuration**
- Click **System Properties**

The screenshot shows the IBM Start Center interface in a Windows Internet Explorer browser. The page displays various administrative tools and a dashboard. A navigation menu is open on the right side, showing a list of categories including Administration, Assets, Change, Contracts, Financial, IT Infrastructure, Integration, Inventory, Planning, Purchasing, and Release. A red arrow points to the 'System Properties' option in this menu. Below the menu, a sub-menu is visible with options: Platform Configuration, Migration, and IBM Content Catalog. Another red arrow points to the 'Platform Configuration' option. The dashboard includes sections for 'Quick Insert', 'Security, Users and Groups', and 'Workflow Configuration'. A 'Bulletin Board' section shows an 'Inbox / Assignments' table with columns for 'Description' and 'Due Date'. Below this is a 'Tier 2 Open Incidents' gauge chart. The page footer contains the text 'Setting the display date format' and '© 2011 IBM Corporation'.

Next, click **Platform Configuration**, and then click **System Properties**.

Open global properties filter

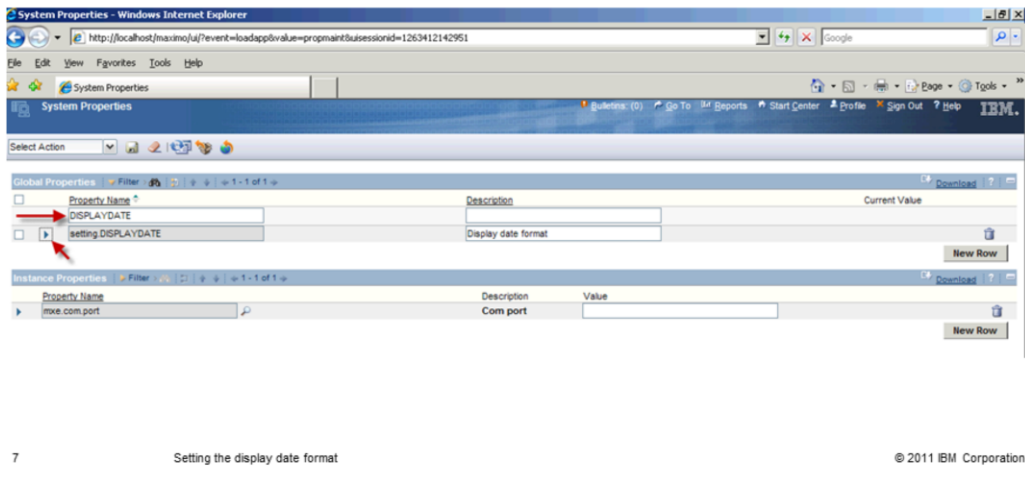
Open the filter option if not already active



In the System Properties window, check to see if the filter option is open. If it is not open, click the small yellow triangle beside **Filter** on the Global Properties bar.

Display date property

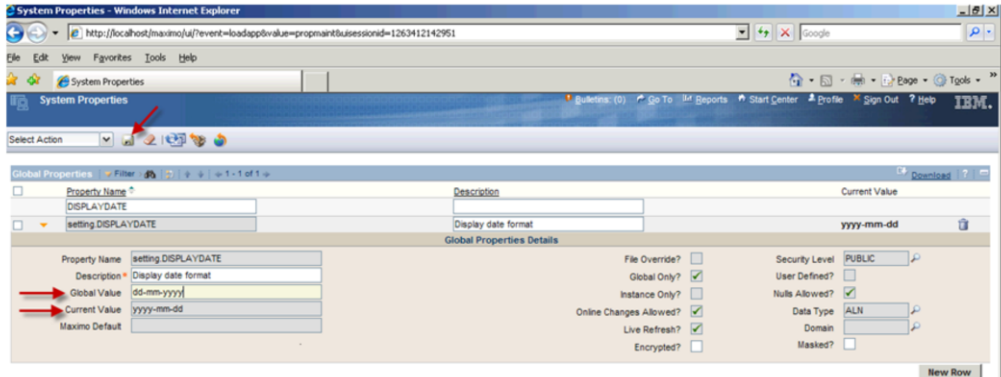
- Enter **DISPLAYDATE** into the filter and press the Enter key
- Click the blue **View Details** triangle to view the details



Type DISPLAYDATE in the filter and press Enter to display the property to be updated. Click the View Details triangle to expand the details of the property, setting.DISPLAYDATE.

Updating display date format

- The current value is shown, if set
- Enter the required date format into the **Global Value** field
- Click the **Save** icon



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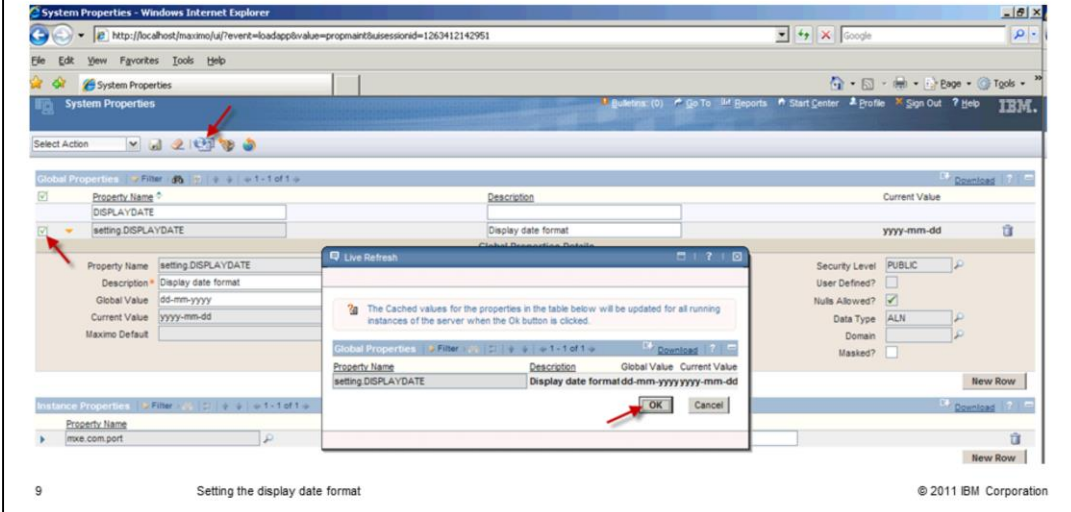
If a value is in use, it is displayed in the value field.

If not, enter the new date format into the Global Value field, for example, dd-mm-yyyy.

Click the **Save** icon.

Live refresh

- Select the **Select Record** check box for the property
- Click the **Live Refresh** icon
- Click **OK** on the Live Refresh pop-up window
- The display date format is now set for Maximo users



Select the **Select Record** check box for the setting.DISPLAYDATE property.

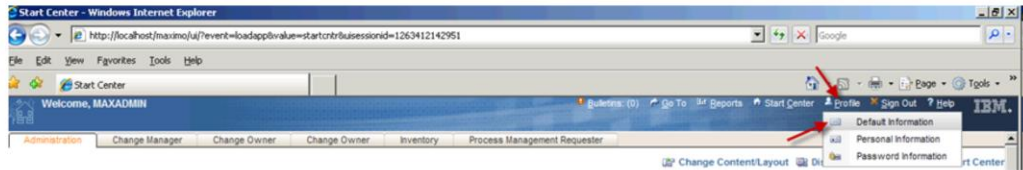
Click the **Live Refresh** icon to start the live refresh process.

When the Live Refresh pop-up window opens, ensure that the setting.DISPLAYDATE property is shown and click **OK**.

The display date format is now set for users of the Maximo system.

View date display format from user profile

- If the DISPLAYDATE property is not set, Maximo users obtain the display format from their profiles
- To view this setting, click **Profile** and select **Default Information**



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If you do not set the system property with DISPLAYDATE, then the display format is based on the profile information.

To view settings you can click **Profile** and select **Default Information** from within any Maximo application.

View user profile locale setting

The display date format is based on the **Locale** setting

The screenshot shows a 'Default Information' dialog box with the following fields and values:

- User: MAXADMIN
- Default Insert Site: MCLEAN (highlighted in yellow)
- Use Default Insert Site as a Display Filter?
- Storerroom Site for Self-Service Requisitions: BEDFORD
- Default Storerroom for Self-Service Requisitions: (empty)
- Language: (empty)
- Locale: (empty) - A red arrow points to this field.
- Time Zone: (empty)

Buttons: OK, Cancel

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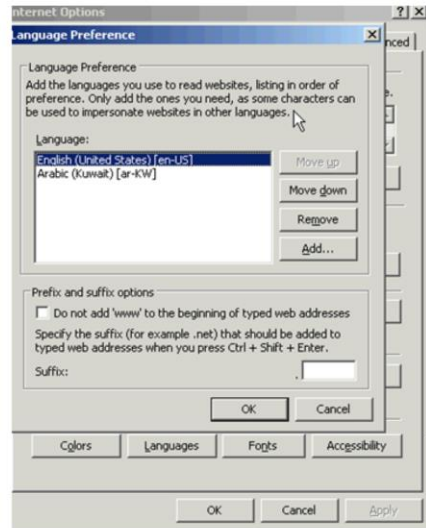
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From the Default Information window, you can view the **Locale** setting. This setting determines the display date format for this specific user.

This setting is used only if the system property setting.DISPLAYDATE is not set.

Scenarios where format not set in Maximo

- If the format is not set in Maximo, the format is obtained from the browser that is used to access Maximo
- For Internet Explorer, perform these steps:
 1. On the Internet Explorer menu bar, click **Tools** and select **Internet Options**
 2. Click the **Languages** button
 3. View the language at the top of the list.
This language is used for the display date format in Maximo
- You use this option only if the `DISPLAYDATE` setting and the users profile locale are not set in Maximo



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If the display date format is not set within Maximo, the format is based on the language setting of the browser that is used to access Maximo.

For Internet Explorer you can find the language setting from the menu bar. First click **Tools** then **Internet Options** and finally click the **Languages** button. In the Language Preference window view the set language which is shown at the top of the list.

Summary

Now that you have completed this module, you can perform these tasks:

- Set the global display date format within Maximo
- Check local user display date settings
- Determine where the display date format is obtained, if not set in Maximo

You have completed the training module. You should now be able to:

- Set the global display date format in Maximo
- Check user local display date settings within their profiles
- Identify what format is used and where it is obtained from when no value is previously set within Maximo

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