

CHANGING CRM'S TIME ZONE IN ORDER FOR CORRECT TIME STAMP TO BE APPLIED TO RECORDS:

1. Login as **Admin**.
2. Click on **Admin** link.
3. Go to **User Management**.
4. Click on the user you want to change time zone.
5. Click **Edit**, and under **Users Settings** change the **Time Zone** to the required one.
6. Click **Save**.

After changing the Time Zone, all the newly created entities will be created with new time setting.