



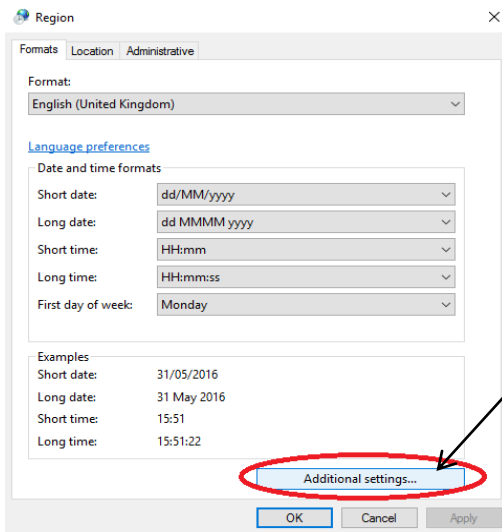


If you have upgraded your PC to Windows 10 you may need to make changes to your machine settings in order for the information in all Hire to display correctly. You should change the **date format** to dd/MM/yyyy and the **currency symbol** to £.

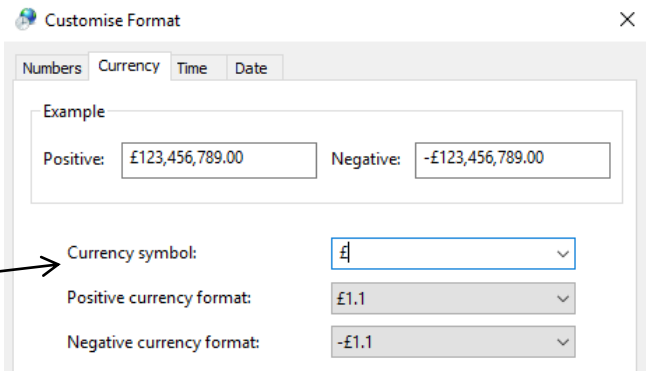
Go into your Control Panel by clicking on the  icon in the bottom left hand corner of your screen and typing "Control Panel".

Select  **Control Panel** Desktop app from the list.

Once you are in the Control Panel, you may have a  **Region** icon. If you do click on this, if not you can look for it using the search tool on the top right corner:

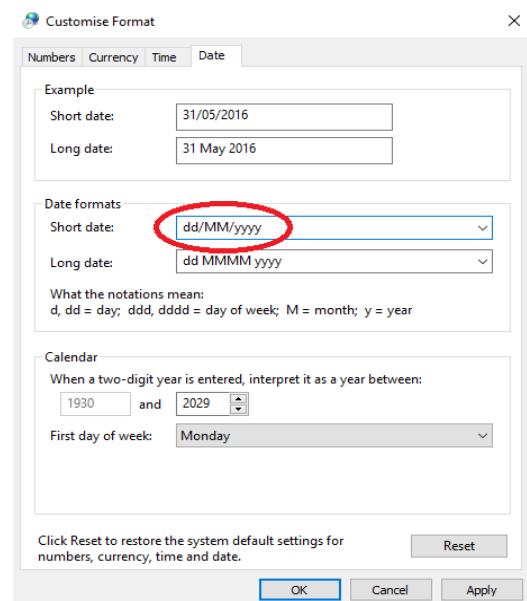



This will take you into the **Regional Settings** of your PC, click on **Additional Settings** at the bottom of the window



To change the currency, go into the **Currency** tab and change the symbol to £

To change the date format, go into the **Date** tab and change the **Short date** format to dd/MM/yyyy (this may be an option in the dropdown menu or you may need to type this in).



Then select  to save the changes you've made and then click **OK**.

