

## How to Change the Quantum Analytics Default Report Time Setting

The default time setting for reports generated in Quantum Analytics can be set by end users.

Here are the steps to change that setting:

- 1) Open Quantum Analytics
- 2) Select the drop down arrow next to your name (top right side)
- 3) Select the My Account option

| anding Pag            | e   |  |   |  |   |  |
|-----------------------|---|--|---|--|---|--|
| ne to Quantum A<br>4) | nalytics! Your one-stop-shop for all of your  | reporting needs at UMBI The data on these dashboards is sourced from<br>nightly and therefore represents the data in these systems a<br><u>Dashboards</u><br>s tab, click the drop down arr  | a Quantum Financials, Quantu<br>as of the close of business ye<br>ow for Time | Im Planning and Budger<br>sterday.<br>• Zone | ting, Kuali Research ar                 | ld PeopleSoft HRMS. The data is updated                      |
|                       | My Account  |  | Ø×  |  |   |  |
|                       | User ID: Merrick.Buzz.4909001<br>Display Name: Byron Merrick  | 2<br>arences Mobile Preferences Delivery Ontions Appli   | cation Roles  |  |   |  |
|                       | Starting Page<br>Locale (location)<br>User Interface Language<br>Time Zone<br>Subject Area Sort Order<br>Prompts Auto-Complete<br>Analysis Editor<br>Accessibility Mode | Quantum Analytics : QA1 - Landing Page<br>Default - English - United States<br>Iddefault - English<br>(GMT-05:00) Eastern Time (US & Canada)<br>Bofault - Sort in Saved Order<br>Default - Sort in Saved Order<br>Default - Start on Results tab when editing Analysis<br>Default On Off | •   | Tip: Dr<br>of the li<br>Time (U              | rag the scr<br>st to bring<br>JS & Cana | roll bar to the botto<br>(GMT-5:00) Easte<br>ada) into view. |
|                       |   |  | OK Gincel   |  |   |  |

6) Click OK

Reports will now reflect the EST time zone.