Timekeeper Communication Template - iTimekeep May 2020 Release

Please modify this text to fit the voice of your firm.

Hi [first name]!

## Great news! iTimekeep is at it again, rolling out a new release so that you can work the way that you want to work in order to achieve the most efficient, accurate, compliant (and dare we say, delightful) time entry experience.

## Did you know that iTimekeep now supports user options to cater for regional display preferences?

This latest release of iTimekeep Desktop and Mobile includes new user options under Settings to address common regional requirements in countries outside of North America.  You can now easily tailor your timekeeping experience to best meet your date, calendar and time personal preferences.

**Date Format** – Allows you to set your default date format for use throughout iTimekeep. Default value is the current format of Month/Day/Year.

**First Day of Week Format** – Allows you to set the starting day of the week in the Monthly and Weekly Calendar views. Options include Sunday or Monday with the default value of Sunday.

**Time Format** – Allows you to set the format for recording work hours – in either Decimal format, or Hours and Minutes (HH:MM).  Default value is the current Decimal format.

Changes to iTimekeep Desktop will not require any action on your part, but again, please make sure to update your iTimekeep mobile app if you do not have automatic updates turned on.

Sincerely,

 [Admin Name]