

# Adjusting Time Zone Settings

AIA Contract Documents provides an option to set your preferred time zone. This change will affect the date and time for the following:

- Your view of the files in Home and Projects tab
- Last Modified date for your files
- The footnote timestamp of the finalize documents
- The timestamp of the Additions and Deletions report

The **default** time zone setting is **Eastern Standard time**. You can change the time zone in **My Settings** based on your local time zone preference.

Available options include the following:

- Eastern Time (UTC-5:00)
- Central Time (UTC-6:00)
- Mountain Time (UTC-7:00)
- Pacific Time (UTC-8:00)
- Alaska (UTC-9:00)
- Hawaii (UTC-10:00)

### Notes

- The time zone appears per your personalize settings only. Another user logging in will see the time zone based on his/her settings.
- Time zone depends on your settings within the application and not based on your computer's clock.
- Files that were created prior to changing a time zone setting will retain the original timestamp in the footers and Additions & Deletions report.

This quick guide provides steps on how to **set your default time zone**.

## Steps for Setting Preference for Time Zone

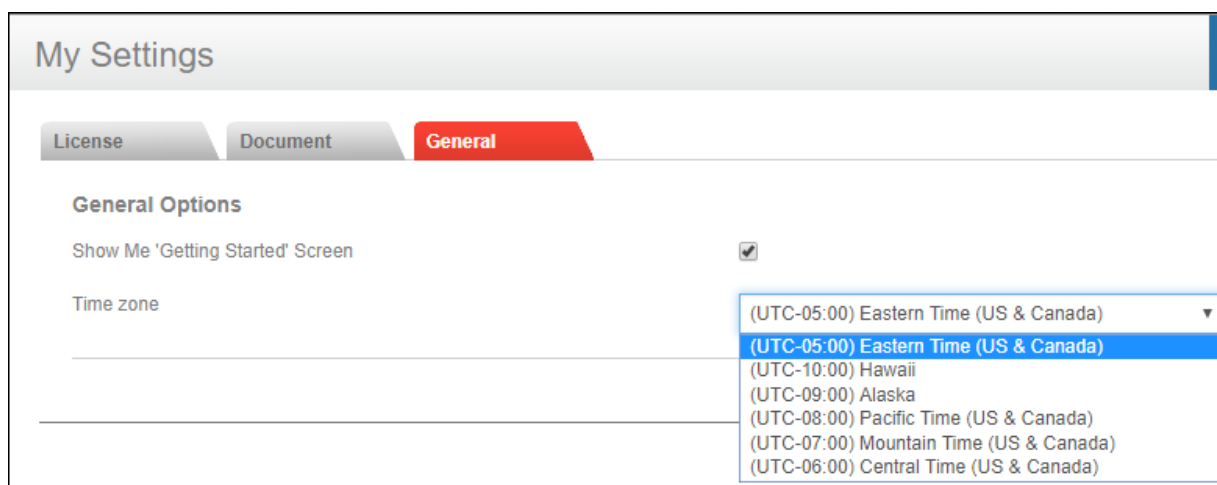
### Step 1 – From My Settings

- a.** Select the **General** tab

From the **General** tab, under Time zone, click on the drop-down of the Time zone and select the preferred time zone:

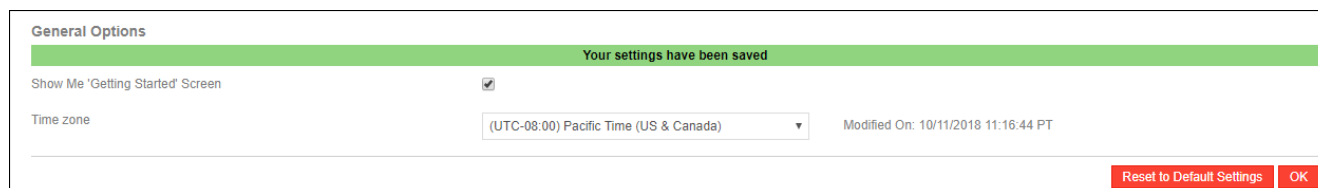
Note: the default application setting is **Eastern Time (US & Canada)**.

- b.** Click **OK** to save your setting



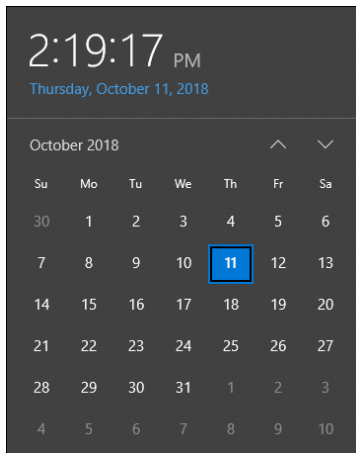
### When new time zone is selected:

**Example:** Change to **Pacific Standard Time (PT)**



## The following areas will be in effect:

Even though the computer clock is still in Eastern Standard time as 2:19 PM ET



### 1. Data and time change for files

Prior to change, documents showed with Eastern Standard time as 2:14 PM

**Project Details** [Project Manual](#) [Delete Project](#) [Edit Project Data](#)

Project Name\*  
Project 123 [View Project Data ▲](#)

**Project 123 - Documents** [Create Document](#) [Import File](#)

Document ID	Type	Document Name	Status	▼ Last Modified		
G701-2017		G701-2017 - Form Draft - 001	Draft	10/11/2018 02:14 PM	Finalize	More Actions

Documents now show with Pacific Standard time as 11:14 AM.

**Project Details** [Project Manual](#) [Delete Project](#) [Edit Project Data](#)

Project Name\*  
Project 123 [View Project Data ▲](#)

**Project 123 - Documents** [Create Document](#) [Import File](#)

Document ID	Type	Document Name	Status	▼ Last Modified		
G701-2017		G701-2017 - Form Draft - 001	Draft	10/11/2018 11:14 AM	Finalize	More Actions

### 2. Timestamp for a finalized document

Click **finalize** for the below document.

Document ID	Type	Document Name	Status	▼ Last Modified		
A701-2018		A701-2018 - Working Draft - 001 (3)	Draft	10/11/2018 11:31 AM	Finalize	More Actions

# AIA Contract Documents

- The final file is now shown with Pacific Standard time.

Generate Final complete						
Document ID	Type	Document Name	Status	▼ Last Modified		
A701-2018		A701-2018 - Final - 001(1)	Finalized	10/11/2018 11:36 AM	Finalize	More Actions

- Footer has time stamp in Pacific Standard time.

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**User Notes:** (3B9ADA5C)

- Deletions Report also has time stamp in Pacific time.

**Additions and Deletions Report for**  
**AIA® Document A701™ – 2018**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:35:41 PT on 10/11/2018.

### 3. Share for review has time stamp with Pacific time.

Document ID	Type	Document Name	Status	▼ Last Modified		
A103-2017		A103-2017 - Working Draft - 003	Draft	10/11/2018 11:53 AM	Finalize	More Actions

Email(s) sent successfully						
Document ID	Type	Document Name	Status	▼ Last Modified		
A103-2017		A103-2017 - Working Draft - 003[C001]	In collaboration	10/11/2018 11:58 AM	Finalize	More Actions

**Review Status** ✕

Document Name: A103-2017 - Working Draft - 003[C001]

Review Start Date: 10/11/2018 11:58:39 AM

Review End Date: 10/20/2018 9:00:00 PM

End Collaboration

▼ Email	Status	Last Activity Date
@aia.org	Not Started	

OK

- Share for review document attachment also has the time stamp in the footer as Pacific Standard time.

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## Additional Resources

**Training Tools** – We provide training tools such as webinars, video tutorials, and beginner’s guides

**Knowledge Base** – Our [Knowledge Base](#) is searchable and includes information to Getting Started and frequently asked questions on Document and Software.

**Customer Support Site** – Need help? Find out all the ways you can get AIA Contract Documents support.

**Offline Editing** – Steps for Offline Editing. [Watch video >](#)

**Online Editing** – Steps for Online Editing. [Watch video >](#)