

# Ion Wave Technologies, Inc. - Sourcing Supplier Profile – Time Zone Setting

## Supplier Profile

- Login
- Select 'Company Profile' from the Admin drop-down
- Select the Users tab
- Click on User profile
- Select Time Zone from drop-down
- Click 'Save' and 'Return'

## User Profile

- Login
- Click 'My Profile' (located in the top right corner)  
or
- Select 'My Profile' from the Admin drop-down
- Use the drop down menu next to the Time Zone Setting to select your time zone.
- Click 'Save'
- The system will display a message '**Save Successful**' located in the upper left of the screen.

## Special Note

- If you live in an area that observes daylight savings time, select the applicable time zone followed by (Observes Daylight Savings Time).
- If you live in an area that does not observe daylight savings time, select the applicable time zone.