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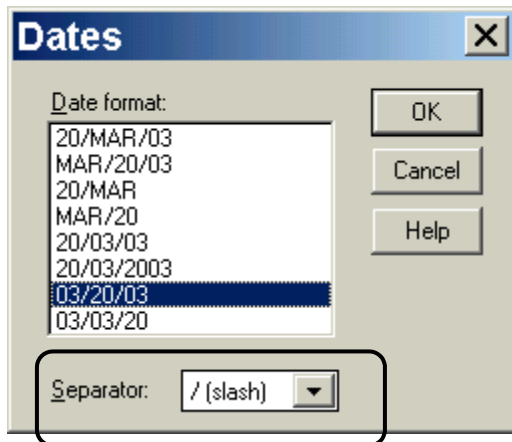
Primavera Project Planner (P3)

■ Version 3.1

Change Date Format

by Eric Chou, PE

P3 always display dates in a DayMonthYear format by default, such as 20MAR03, which is very difficult to comprehend at the first glance. I personally prefer a format such as 03/20/03. To do that, choose **Format, Dates** from the menu options. Select the specified format and make sure to place a separator – a slash (/) between date information.



Once changed, P3 uses the specified format in all areas of the project, except in printed reports and graphics, where it always uses a DayMonthYear format.

Moreover, here is the biggest advantage: After specifying this format, you can input any date fields by just typing the numeric figures as shown such as “03/20/03”, instead of “20MAR03”. This will expedite your input tremendously.