4. Calendar and Time Zone

Control the business week and the time zone used by the POS location.

- How to set the first day of the business week
- How to set the POS location time zone

How to set the first day of the business week

Set the week-start day so calendars and week-based views follow the schedule used by your business.

Choose the week-start day

1. Open **Settings > General**.
2. Find **Calendar & Time Zone**.
3. Select the day your business week begins.
4. Save the General settings.

Choose the day used for your normal reporting and operating cycle. This helps employees interpret weekly calendars and date ranges consistently.

How to set the POS location time zone

The POS time zone keeps location activity aligned with the store’s business clock. It prevents the computer’s or employee’s local time zone from silently changing how the location records and displays time.

Set the location time zone

1. Open **Settings > General**.
2. Find **Calendar & Time Zone**.
3. Select the time zone where the POS location should operate.
4. Save the General settings.
5. Review time-sensitive activity after the change.

Why this matters

An owner can access an American store while traveling in Europe, or an employee can use a device configured for another region. RepairNest POS follows the saved location time zone instead of automatically adopting that device’s local time. This keeps shift activity, sales dates, alerts, and reports aligned with the store.

Before changing an active location

- Confirm the correct region and daylight-saving behavior.
- Avoid changing the time zone in the middle of an open shift unless necessary.
- Tell employees when the business clock is being changed.
- Review reports and scheduled notifications after saving.

Important: An incorrect time zone can make transactions or reports appear under an unexpected date or time. Configure each location separately.