Insights Timezone Settings

Brief Overview

WalkMe allows setting a Timezone in Insights with which all data will be displayed. Choosing the right timezone aligns the data in a way that is clearer and more accurate, and allows for making better data based decisions. The default timezone is UTC (Coordinated Universal Time).

Please note:

- Timezone settings are only available to Multi-System Administration Accounts
- By changing the Insights timezone, all views and dashboards on Insights will display data according to the newly selected timezone
- It is recommended to consult with your peers before changing the timezone settings, as it will affect the views of all of the WalkMe users in your organization
- Insights Reports will remain in UTC time, whether they are exported, downloaded, sent by email, or extracted by an ongoing integration

How it Works

Steps for setting your timezone

To access your timezone settings, please follow these steps:

1. Log into your account at insights.walkme.com
2. Click on your account name in the upper right corner and choose "Timezone Settings"
3. Select your desired timezone and click "Save"

Timezone Settings

Define the timezone settings for your insights account.

> • Changing the timezone will affect all of the sub-users for this account.
> • Reports will not be impacted and will use UTC time.

(UTC -08:00) Los Angeles ▾

CANCEL   CONFIRM