Basic settings

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KB settings > Basic contains settings to control your knowledge base's overall format for language and dates/times:

1. **Knowledge base name:** This name is displayed within app.knowledgeowl.com, including:

   - **On the dashboard tiles when you first log in to app.knowledgeowl.com**

   - **In the knowledge base selector in the top navigation of app.knowledgeowl.com**

   - **In reader and author knowledge base / site access lists**

   - **If you make changes to the knowledge base name, this should automatically update the "Welcome to {knowledge base name}" displayed on your homepage. You can change or remove that text without having to rename your knowledge base.**

2. **Knowledge base switcher icon color:** Set the icon color for the knowledge base switcher in the upper left of app.knowledgeowl.com:

   This setting impacts this icon

3. **Timezone:** KnowledgeOwl uses this setting for all date/timestamps within app.knowledgeowl.com and within your live knowledge base.

4. **Date format:** This date format is used for all date/timestamps within app.knowledgeowl.com and within your live knowledge base. Options include:

   - **American:** MM/DD/YYYY format (so July 23, 2022 displays as: 07/23/2022)

   - **European:** DD/MM/YYYY format (so July 23, 2022 displays as: 23/07/2022)

   - **Custom:** Use PHP custom formats to define your own custom date/time format. Use `Y` for a four-digit year; `y` for a two-digit year; `m` for month, and `d` for day. For detailed examples, refer to the official PHP date documentation in the **date() Formatting section**.
     - For example, to use a format of YYYY-MM-DD, use: `Y-m-d` .
     - Or, to use MM.DD.YY, use `m.d.y` .

5. **Default language:** The language selected here sets the underlying HTML `lang` attribute, which helps screen readers know what the primary language you're using is. This is a must for knowledge bases with

accessibility requirements, but an all-around best practice, too.

6. If you make any changes to this section, be sure you **Save** them!