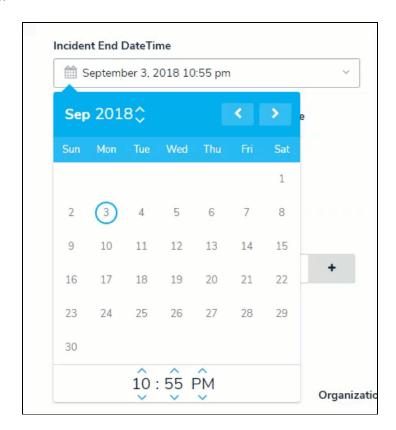


Creating a Date & Time Field

Last Modified on 07/18/2023 12:51 pm EDT

Overview

The **Date & Time** field allows users to select the date and time from a *Calendar* pop-up. Users can use the **Decrease** and **Increase** arrows (year) and the **Previous** and **Next** arrows (month) to select a year and month. Select a day by clicking a day on the *Calendar* pop-up. To choose a time, use the **Increase** and **Decrease** arrows, or enter the hour, minutes, and unit (AM or PM) in the **Time** fields.



Calendar Pop-up Functionality

Related Information/Setup

Please see the Time Zone Conversions article for more information on time data conversions.

• Time Zone Conversions

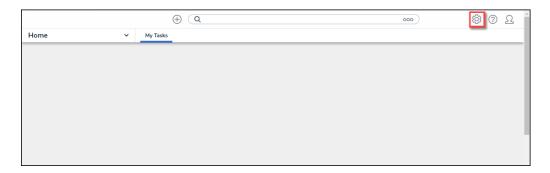
Users can use Markdown to style the text in the Long Name field when adding a new field. Please see the Supported Markdown Styles article for more information.

Supported Markdown Styles



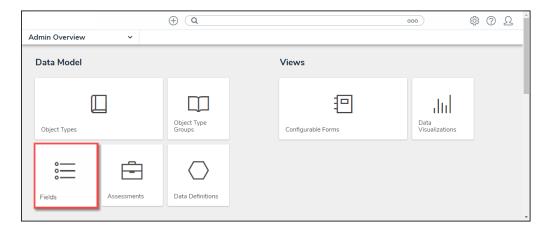
Navigation

1. From the *Home* screen, click the **System** icon.



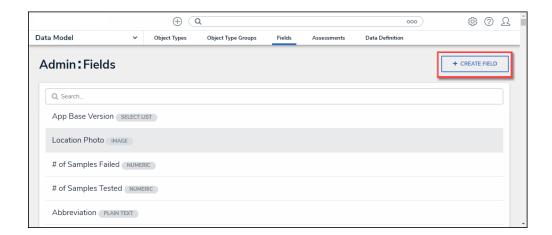
System Icon

2. From the Admin Overview screen, click the Fields tile on the Data Model section.



Fields Tile

3. From the *Admin: Fields* screen, click the +Create Field button.



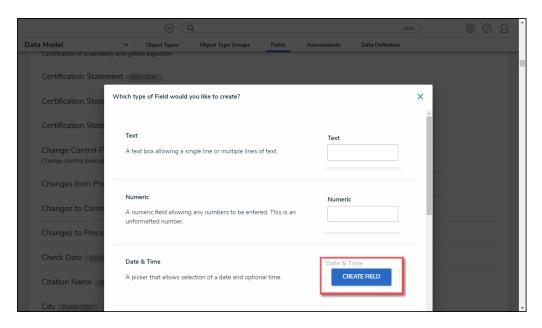
+Create Field Button

Creating a Data & Time Field



When a **Data & Time** field is created, you can adjust to the date format but not add or remove the time feature without deleting and recreating the field.

1. From the *Which type of Field would you like to create?* pop-up, hover your cursor over the **Data & Time** field and select the **Create Field** button.

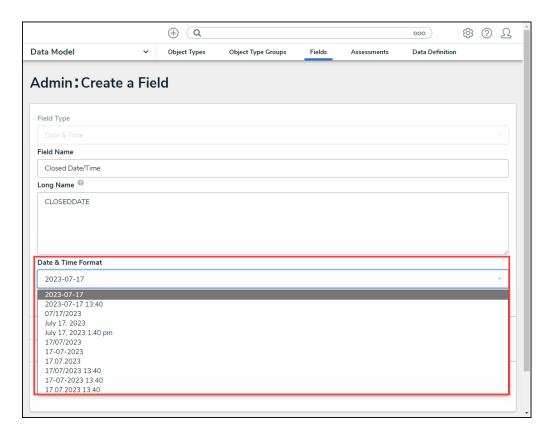


Create Field Button

- 2. From the *Admin: Create a Field* screen, enter the following information:
 - **Field Name:** Enter a **Field Name**. The **Field Name** represents the field throughout the system.
 - **(Optional) Long Name:** Enter a field Long Name. The Long Name provides additional field information or instructions, which can be styled using Markdown. You can choose to display a field's long name on configurable forms.
 - Date & Time Format: Select a Date & Time format. Users must enter date and time information in Date & Time fields according to the format selected from the dropdown menu (e.g., DD/MM/YYYY format entering a date in the 'DD-MM-YYYY' format will be accepted. However, attempting to enter a date in the 'YYYY-MM-DD' format will result in an error.).
 - YYYY-MM-DD
 - YYYY-MM-DD HH:MM AM/PM
 - MM/DD/YYYY
 - Month, Day, Year
 - Month, Day, Year HH:MM AM/PM
 - DD/MM/YYYY
 - DD/MM/YYYY H:mm (24 hr)
 - DD-MM-YYYY



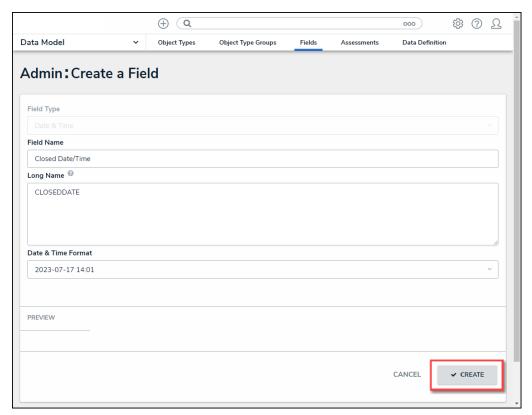
- DD-MM-YYYY HH:MM AM/PM
- DD.MM.YYYY
- DD.MM.YYYY H:mm (24 hr)



Date & Time Format

3. Click the **Create** button.

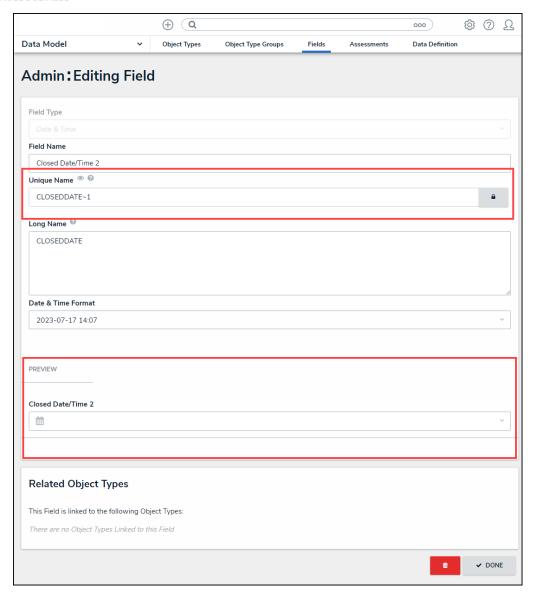




Create Button

The screen will refresh, and the system will automatically populate the **Unique Field** Name and the *Preview* section, which displays how the field will appear within the system.





Admin: Editing Field Screen