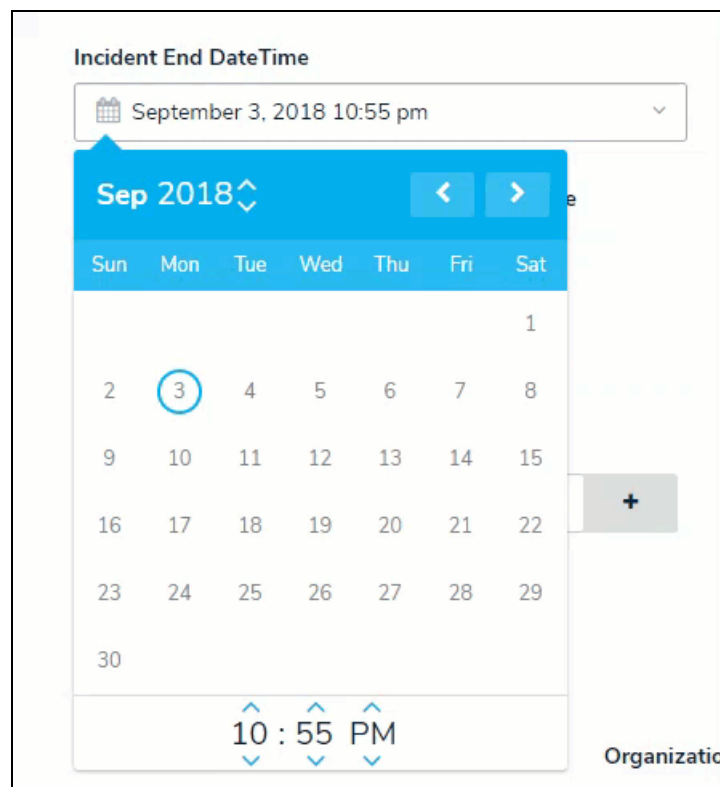


Creating a Date & Time Field

Last Modified on 06/13/2024 11:14 am 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.



The screenshot displays a form field labeled "Incident End DateTime". The field contains a calendar icon and the text "September 3, 2018 10:55 pm". A blue calendar pop-up is open, showing the month of September 2018. The calendar has a header with "Sep 2018" and navigation arrows. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date "3" is circled in blue. To the right of the calendar grid is a grey button with a "+" sign. Below the calendar grid is a time selection area showing "10 : 55 PM" with up/down arrows for each component. To the right of the time selection area is a label "Organizatio".

Calendar Pop-up Functionality

Related Information/Setup

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

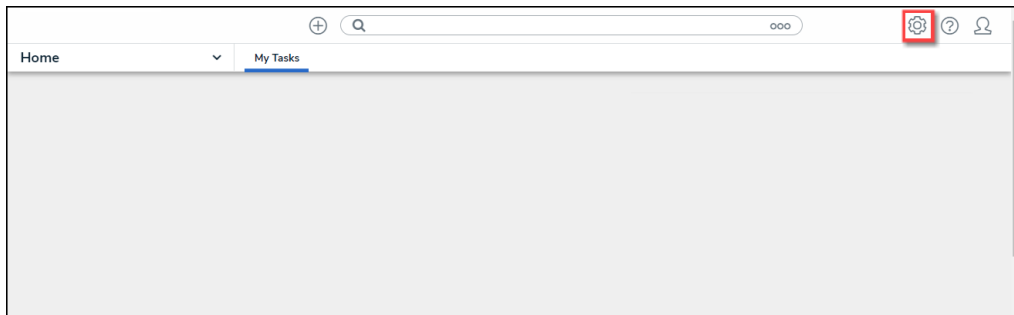
- [Time Zone Conversions](#)

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](#)
-

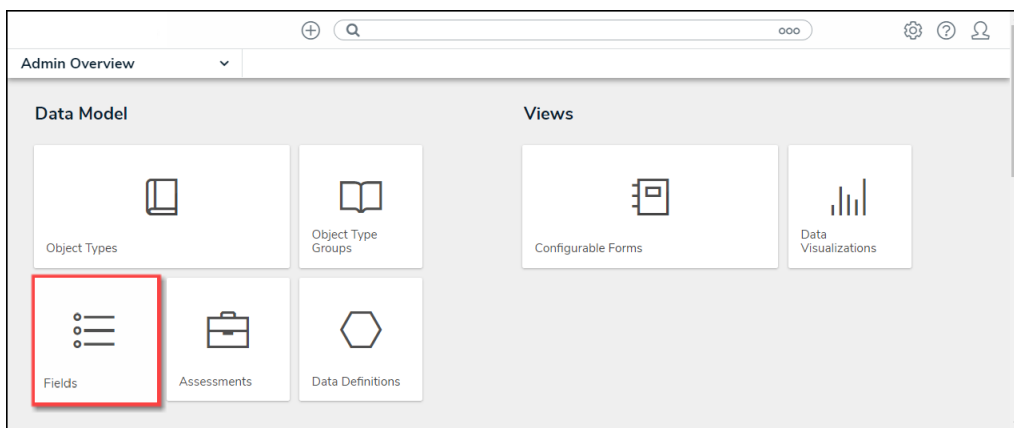
Navigation

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



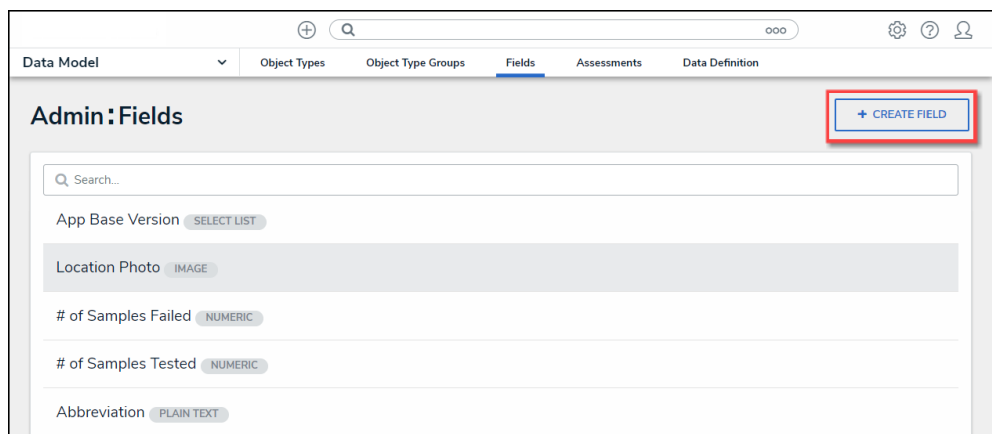
Administration Icon

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.

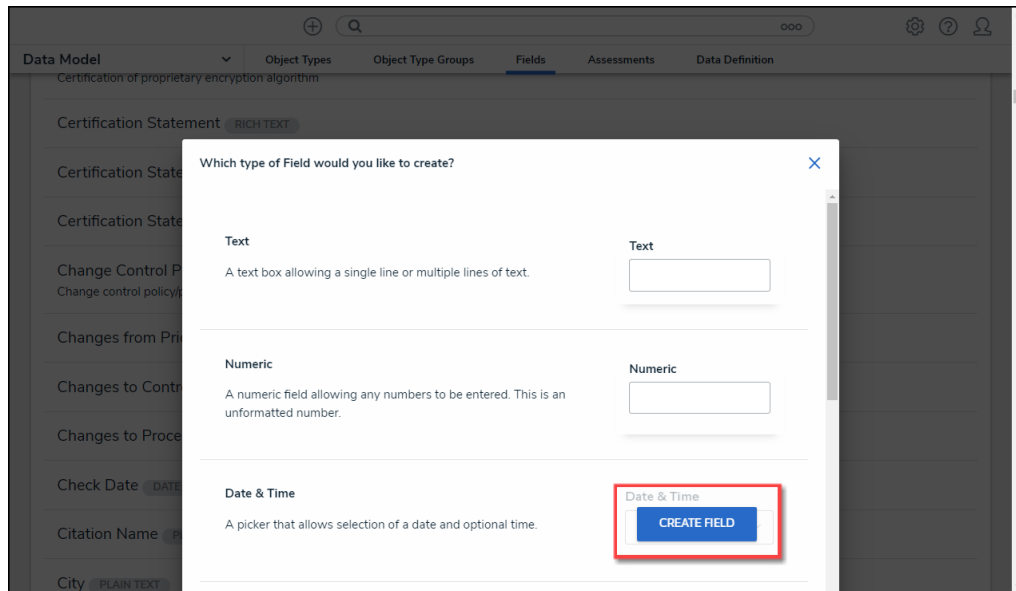


+Create Field Button

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)

The screenshot shows the 'Admin: Create a Field' page in the Resolver application. The page has a top navigation bar with tabs: Data Model, Object Types, Object Type Groups, Fields (selected), Assessments, and Data Definition. Below the tabs, the 'Field Type' is set to 'Date & Time'. The 'Field Name' is 'Closed Date/Time' and the 'Long Name' is 'CLOSEDDATE'. A red box highlights the 'Date & Time Format' dropdown menu, which is open and showing a list of available formats.

Date & Time Format
2023-07-17
2023-07-17
2023-07-17 13:40
07/17/2023
July 17, 2023
July 17, 2023 1:40 pm
17/07/2023
17-07-2023
17.07.2023
17/07/2023 13:40
17-07-2023 13:40
17.07.2023 13:40

Date & Time Format

3. Click the **Create** button.

The screenshot shows the 'Admin: Create a Field' interface. At the top, there's a navigation bar with tabs: Data Model, Object Types, Object Type Groups, Fields (selected), Assessments, and Data Definition. Below the tabs, the title 'Admin: Create a Field' is displayed. The form contains the following sections:

- Field Type:** A dropdown menu with 'Date & Time' selected.
- Field Name:** A text input field containing 'Closed Date/Time'.
- Long Name:** A text input field containing 'CLOSEDDATE'.
- Date & Time Format:** A dropdown menu with '2023-07-17 14:01' selected.
- PREVIEW:** A section for previewing the field, currently empty.

At the bottom right of the form, there are two buttons: 'CANCEL' and '✓ CREATE'. The 'CREATE' button is highlighted with a red rectangular box.

Create Button

4. 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.

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Data Model▼Object TypesObject Type GroupsFieldsAssessmentsData Definition

Admin : Editing Field

Field Type

Date & Time▼

Field Name

Closed Date/Time 2

Unique Name👁️❓

CLOSEDDATE~1

🔒

Long Name❓

CLOSEDDATE

Date & Time Format

2023-07-17 14:07▼

PREVIEW

Closed Date/Time 2

📅▼

Related Object Types

This Field is linked to the following Object Types:

There are no Object Types Linked to this Field

🗑️

✓ DONE

Admin: Editing Field Screen