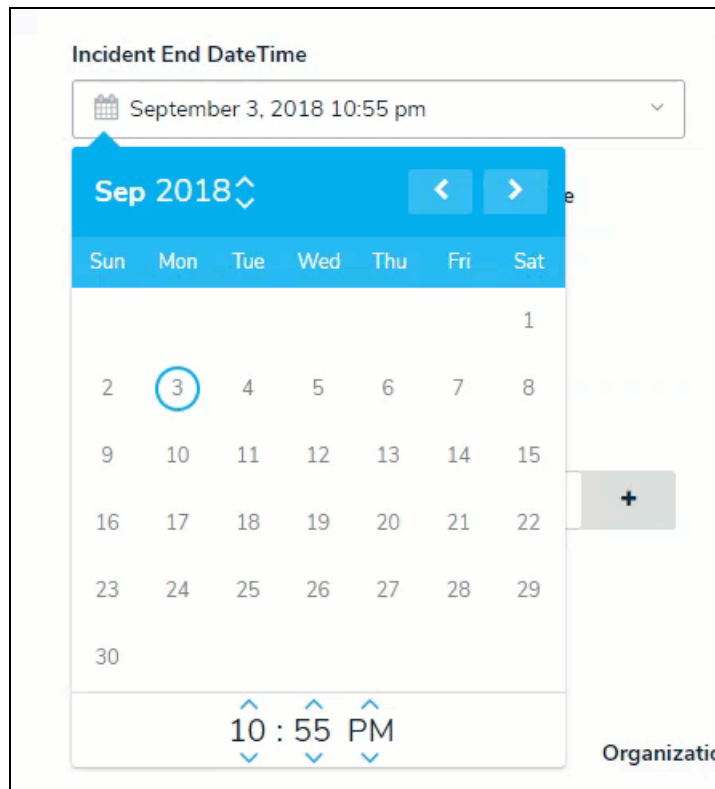


# Creating a Date & Time Field

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.



*Calendar Pop-up Functionality*

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## Related Information/Setup

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

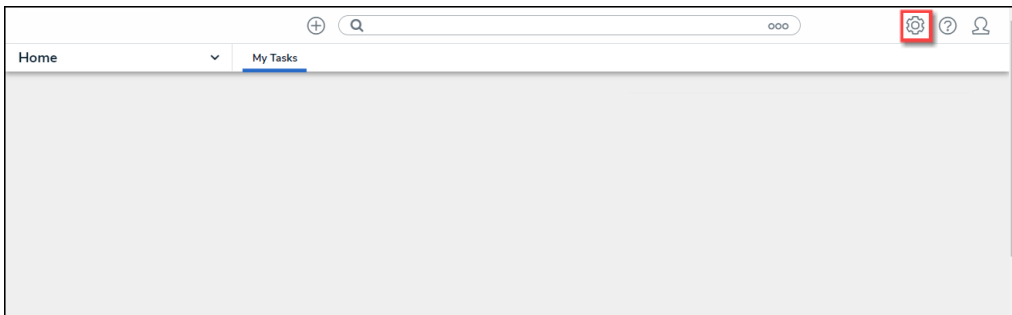
- [Time Zone Conversions](#)

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](#)
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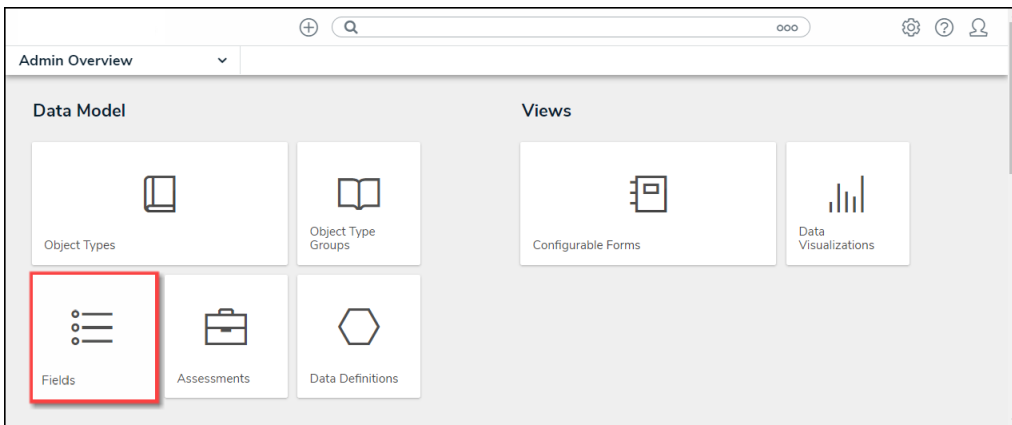
## Navigation

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



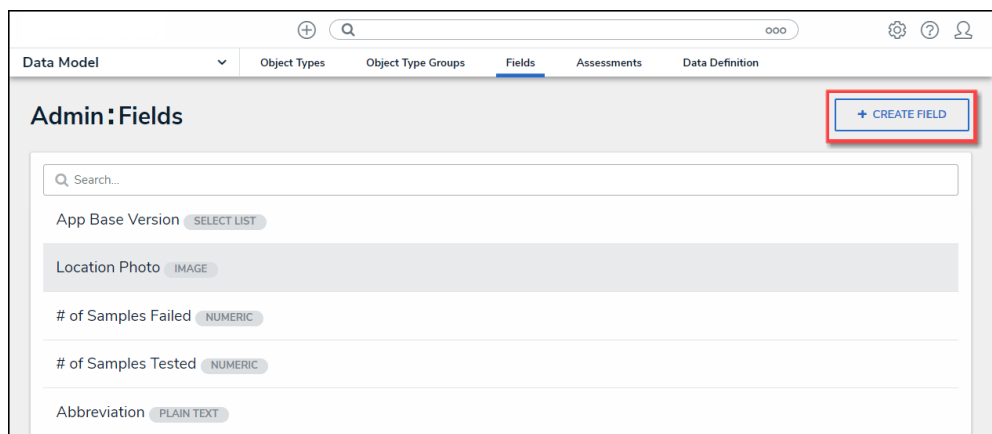
*Administration Icon*

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.

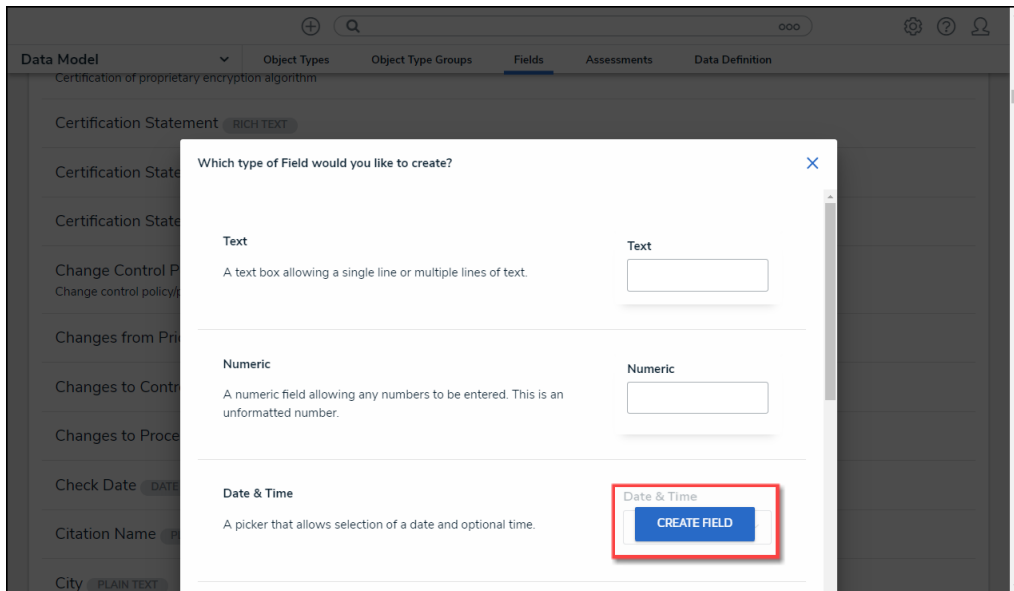


*+Create Field Button*

## 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' interface in the Resolver application. The 'Field Type' is set to 'Date & Time', the 'Field Name' is 'Closed Date/Time', and the 'Long Name' is 'CLOSEDDATE'. The 'Date & Time Format' dropdown menu is open, showing a list of format options. The selected format is '2023-07-17'. Other visible options include '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', and '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 is a navigation bar with tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is active. Below the navigation bar, 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 area containing 'CLOSEDDATE'.
- Date & Time Format:** A dropdown menu with '2023-07-17 14:01' selected.
- PREVIEW:** An empty section for displaying the field's appearance.

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 Types Object Type Groups **Fields** Assessments Data 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*