# 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.
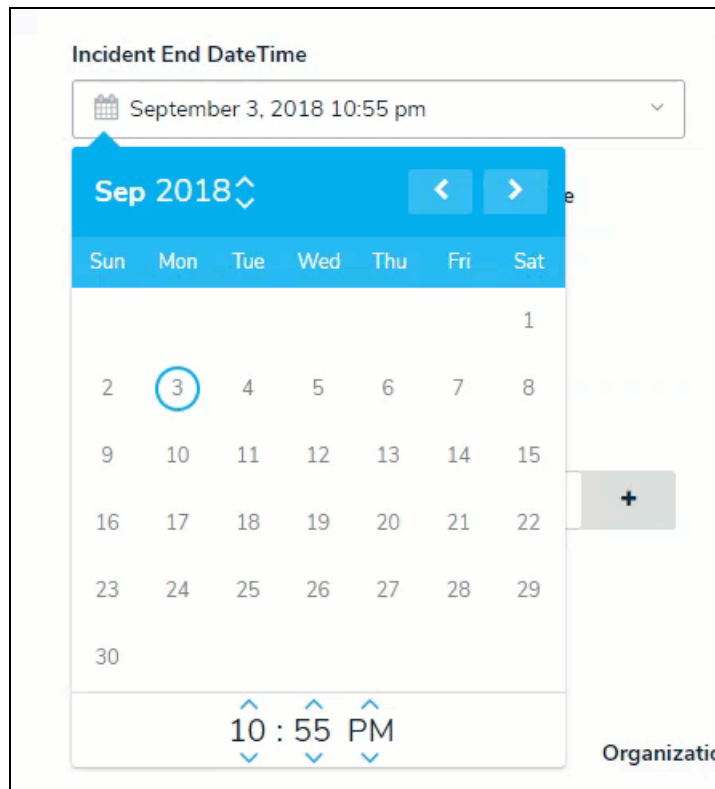
Calendar Pop-up Functionality

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.
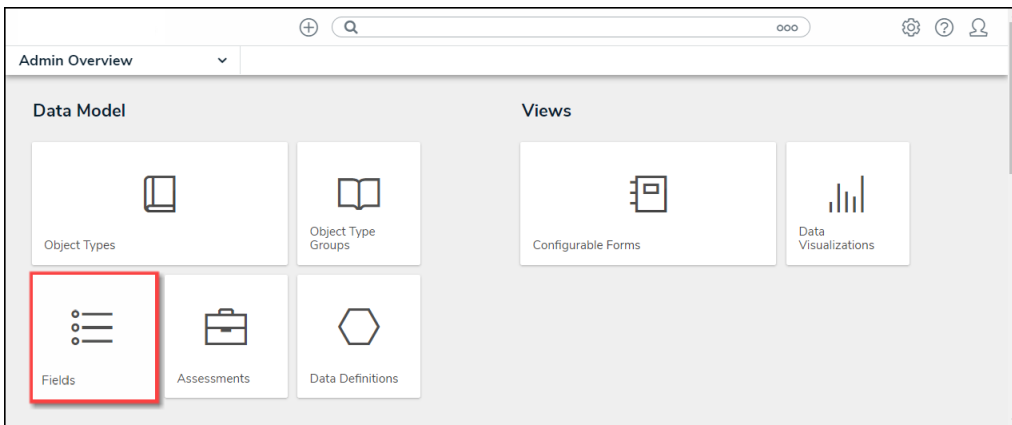
- Supported Markdown Styles

Navigation

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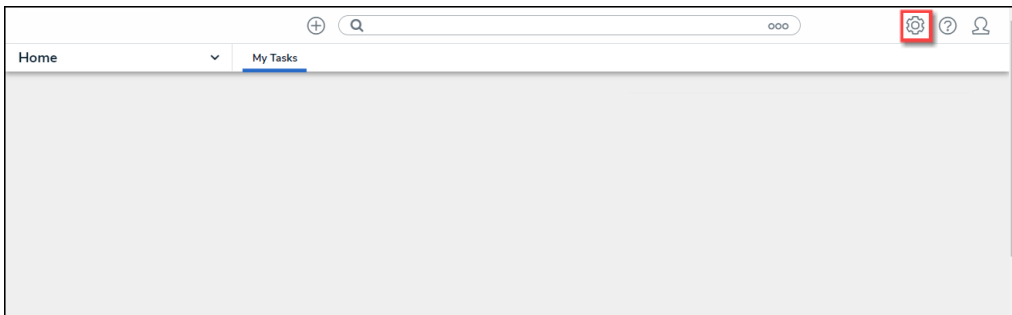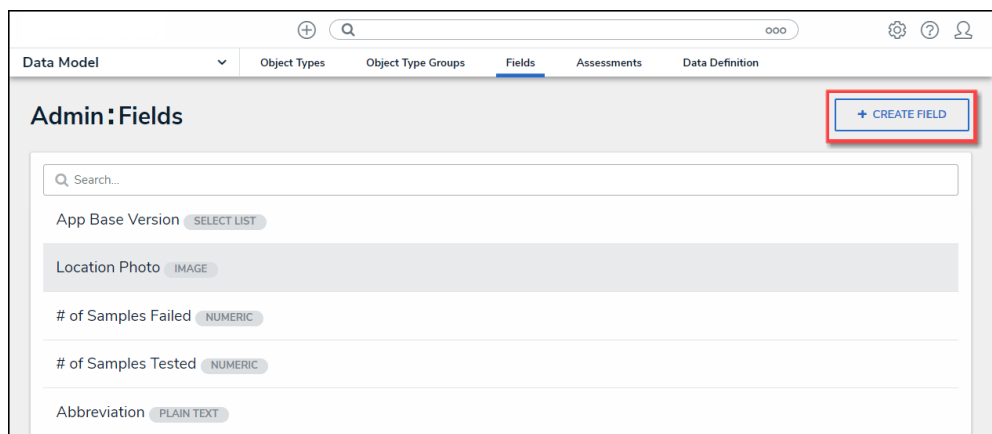

Administration Icon

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.
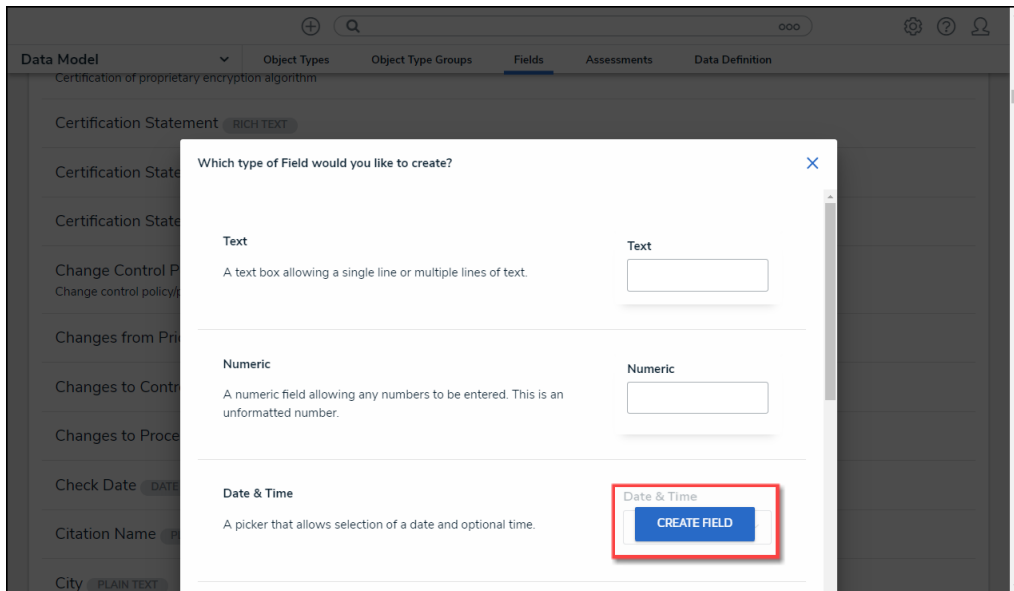
Create Field Button

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)

Date & Time Format

3. Click the **Create** button.

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.

Admin: Editing Field Screen