

FP2 - TIP 'O THE WEEK #95

DATE AND TIME FIELDS



Entering Dates and Times in FirePro 2

In FirePro 2, there are a number of different methods for entering date and time information, so this is an opportunity to pick the ones that really work for you. Try these choices out to experiment with the options.

Entering dates using the calendar:

Dates can be entered by clicking on the Calendar button beside any Date field and selecting the appropriate month or year using the arrows and drop-down lists. The calendar will open to the date entered in the date field, or if it is blank, to today's date. Click on a date to choose that date and close the calendar window.

Entering dates manually:

Important to remember is the format is always "month - day - year".

To input June 26, 2007, you could just type 062607 (*with no spaces etc as long as all 3 parts are 2 digits each*)

You can also enter 6 (or JUN), space-bar, 26, space-bar, 07 (or 2007). Instead of using the space bar, you can actually use a comma, period, dash, slash, or almost anything other than numbers.

Note: FirePro 2 requires three letters when keying in the month if you prefer to do it that way. So for June you would enter JUN, for October, OCT etc.

If you are entering a date prior to 1980 (for example for a birth date or date of hire) you would need to enter all four digits for the year.

While you're working, you will find that date entries are often either today's date or one that falls during the current month. Conveniently, FirePro 2 offers a simple shortcut based on this assumption. Here is how it works. If you are entering today's date, say the 26th, enter 26 in the date field, hit "tab" and FirePro 2 will fill in the rest. This shortcut will work for any day of the current month. If the date you wish to enter is in this year, but in a different month just enter the month and day (ie: 0626) and the current year will be applied by default.

Entering times

Time fields in FirePro 2 all use the 24-hour clock and are formatted as Hours-Minutes-Seconds. All times must be entered manually, and the options for time fields are similar to those for date fields. For example, to enter the time of 8:45:05, do one of the following:

1. Enter the Continuous Number: 084505 Again, the single digits must have a "0" inserted before them for this method to be accurate.
2. Enter the number 8, then a space, then the number 45, then the number 05. Because the number 45 is a two-digit number, no space bar entry needs to be made following it.
3. In the case of the minutes and seconds sections of the time fields, zeros are implied by the absence of numbers. The number 10 inserted in the time field will become 10:00:00. The number 1045 will become 10:45:00

Date and time fields are encountered throughout FP2, so I hope this tip will help make the data entry process just a little more bearable.



Quote of the week:

A nursery school teacher was delivering a station wagon full of kids home one day when a fire truck zoomed past. Sitting in the front seat of the fire truck was a Dalmatian dog. The children started discussing the dog's duties. "They use him to keep crowds back," said one youngster. "No," said another, "he's just for good luck." A third child brought the argument to a close. "They use the dogs," she said firmly, "to find the fire hydrant."