
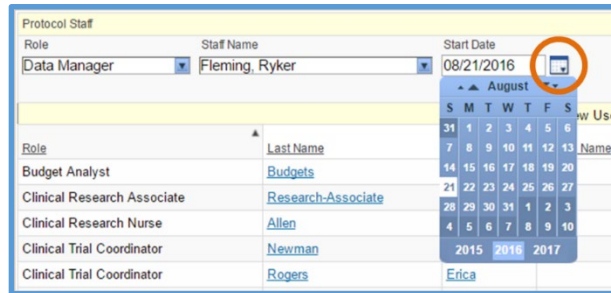


**Description:** Dates are some of the most important data fields in OnCore. Almost all functionality in OnCore depends on properly entered dates.

## DATE WIDGETS

Fields that have the date icon  to the right of the field display **date widgets**. Clicking on the date icon launches the date widget, where you can select your date from the date widget calendar.



## DATE FORMATS

OnCore accepts dates in a number of formats, including one- or two-digit months and days and two- or four-digit years. OnCore converts all entries into the **MM/DD/YYYY** date format. If you enter two-digit months and days, you can omit the slashes. Any of the following are acceptable:

12/2/09 will become 12/02/2009

09/01/1955 is accepted “as-is”

4/6/88 will become 04/06/1988

080810 will become 08/08/2010



**Exception:** The PC Console > Reviews > IRB Review Date field does **NOT** have “date widget” functionality. You **MUST** type in the IRB Review Date using the **MM/DD/YYYY** format.

## DATE KEYBOARD SHORTCUTS

Date fields in OnCore also accept a variety of **keyboard shortcuts**, or dates that are calculated relative to another date, as opposed to a specific date.

<u>Shortcut</u>	<u>Resulting Entry</u>
<b>t</b>	Inserts today’s date
<b>t + n</b> <b>t – n</b>	Inserts current date plus/minus <i>n</i> days from today
<b>w + n</b> <b>w – n</b>	Inserts current date plus/minus <i>n</i> number of weeks
<b>m + n</b> <b>m – n</b>	Inserts current date plus/minus <i>n</i> number of months
<b>y + n</b> <b>y – n</b>	Inserts current date plus/minus <i>n</i> number of years
<b>mb</b> <b>me</b>	Inserts beginning/end of the month; can be used alone or with + or – with a number
<b>yb</b> <b>ye</b>	Inserts beginning/end of the year; can be used alone or with + or – with a number

**NOTE:** When entering a keyboard shortcut into a date widget field, you can press **Enter**, **Tab**, or click anywhere outside the date widget to calculate the appropriate date in **MM/DD/YYYY** format.

