


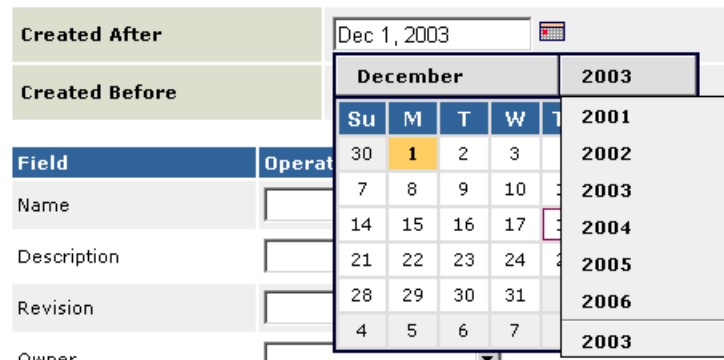
Entering Dates Using the Calendar

The Calendar tool is available throughout the MatrixOne Applications whenever a date is required for a field. Picking a date from a calendar prevents you from having to remember specific date formats.

To select a date from the calendar

1. From any page that has a field that requires a date, click the **Calendar**  icon to the right of the field.

The calendar drops down from its present location. It shows the current month and year with the current day highlighted.



2. To change the month/year, click its name and select a month or year from the drop-down list.
3. When the desired month and year are displayed, click the day of the month.
The calendar automatically closes and displays the date you selected in the proper format in the text field.

[Add to Admin Guide...]

[Include under Properties You Can Change section:]

- **emxFramework.CalendarDisplay.YearsBefore**
Specify the number years before the current year to be included in the Year drop-down list that is displayed when a user clicks the calendar icon. This, used in conjunction with the emxFramework.CalendarDisplay.YearsAfter property, defines the Year list for the calendar drop-down. The default is 2.
- **emxFramework.CalendarDisplay.YearsAfter**
Specify the number years after the current year to be included in the Year drop-down list that is displayed when a user clicks the calendar icon. This, used in conjunction with the emxFramework.CalendarDisplay.YearsBefore property, defines the Year list for the calendar drop-down. The default is 3.

