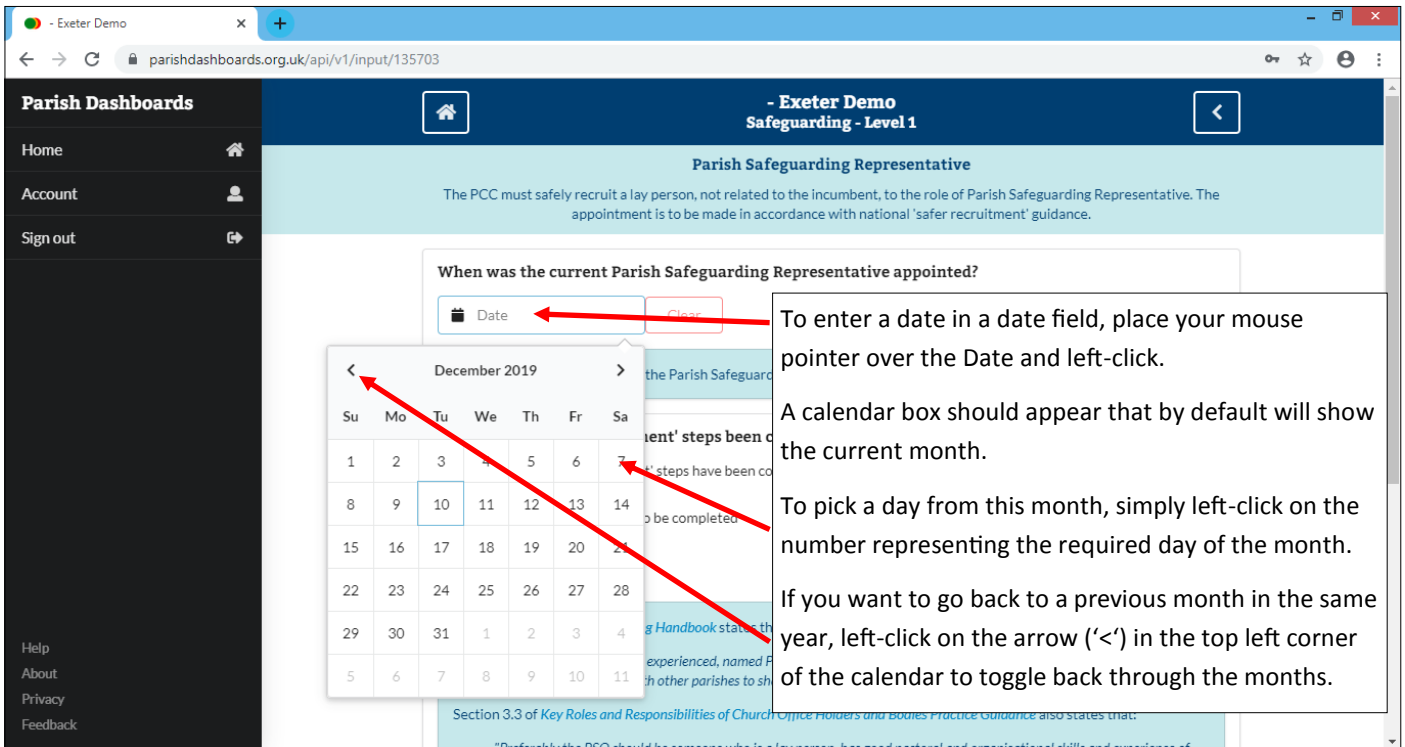


Parish Safeguarding Dashboard - How To - Dates

Entering recent dates, i.e. from the current year is relatively straightforward. Some people have found that entering dates from previous years is not so intuitive, so here is a brief 'how to' guide on entering dates.



When was the current Parish Safeguarding Representative appointed?

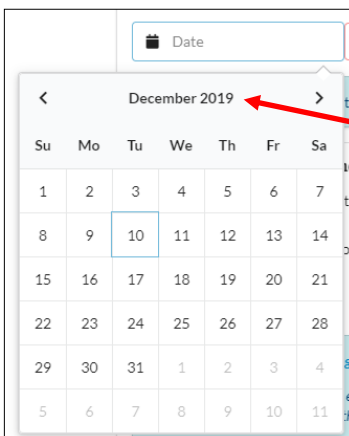
Date Clear

To enter a date in a date field, place your mouse pointer over the Date and left-click.

A calendar box should appear that by default will show the current month.

To pick a day from this month, simply left-click on the number representing the required day of the month.

If you want to go back to a previous month in the same year, left-click on the arrow ('<') in the top left corner of the calendar to toggle back through the months.



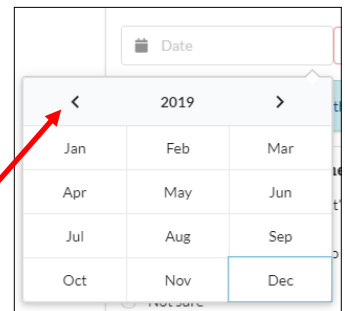
Date

< December 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

To enter a date from a previous year, place the mouse pointer over the text showing month and year at the top of the calendar and left-click.

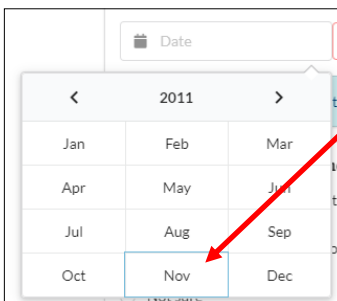
The calendar box will change to show the months for that year. To change to an earlier year, left-click on the arrow ('<') in the top left corner of the calendar to toggle back through the years.



Date

< 2019 >

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec



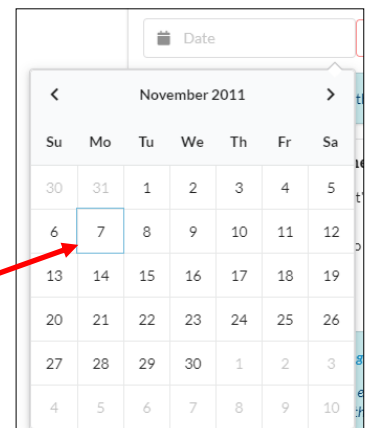
Date

< 2011 >

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

Once you have toggled through to the correct year, select the required month by moving your mouse pointer over the first three letters of that month and then left-click.

The calendar box will change to show the days for that month in that year. Simply left-click on the number representing the required day of the month.

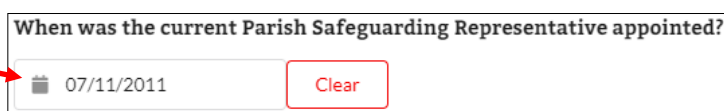


Date

< November 2011 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

The required date should now show.



When was the current Parish Safeguarding Representative appointed?

Date Clear