

SUPERFOX DATE CONTROLS



Many SuperFox processes require the setting of a date, such as entering children's birth dates, or choosing dates for reports. SuperFox's date controls all look very similar and work in the same way. They typically look like this, but some also contain the day of the week. There are several ways to set the date:

Date of birth: 23 November 2001

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November 2001						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	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

Today: 04/08/2007

EASIEST

Set a date by clicking on the day, the month or the year and use the UP or DOWN arrows on your keyboard to make changes. You can move between day month and year using your LEFT and RIGHT arrow keys.

FASTEST

Instead of using the UP or DOWN arrows you can also set the date by typing in:

- Day number
- Month number (e.g. July would be 7)
- Year number

Alternatively, if you want to set the date using a calendar, click on the downward pointing arrow in the date box. Note that you can change the year in this date selector by clicking on the year and a control opens up beside it to scroll up or down the years.

DATE RANGES

Sometimes SuperFox asks you to specify a date range, for example when reporting for the Early Years Census.

With this style of form you can either:

- Enter the start and end dates (they are inclusive), or...
- You can enter the start date then specify the required interval in days, or weeks. The end date will change according to the span you have specified

Specify Date Range ✕

Start date: 01 December 2006 End date: 22 December 2006

Days:

Weeks:

End