

## PROCEDURE

### Using Date Fields

- a) FAMIS includes various fields that allow the user to enter a date. FAMIS provides date short-cuts that will assist in the data entry by auto-filling the date value based on the rules list below.
  - i) Numerical Shortcuts
    - (1) 15 will result in the 15th of the current month and current year.
    - (2) 1/15 will result in January 15 of the current year.
    - (3) 1/15/06 will result in January 15, 2006.
    - (4) 1/15/2006 will result in January 15, 2006.
    - (5) 1-15 will result in January 15 of the current year.
    - (6) 1-15-06 will result in January 15, 2006.
    - (7) 1-15-2006 will result in January 15, 2006.
    - (8) 0115 will result in January 15, 2006.
  - ii) Alphanumerical Shortcuts
    - (1) 15 JAN will result in January 15 of the current year.
    - (2) 15 JAN 05 will result in January 15, 2005.
  - iii) Alphabetic Shortcuts
    - (1) TOD will result in the current date (the current month, day, and year).
    - (2) TOM will result in the date for tomorrow.
    - (3) YES will result in the date for yesterday.
    - (4) EM will result in the date for the end of the current month.
    - (5) BM will result in the date for the beginning of the current month.
    - (6) EW will result in the date for the end of the current week.
    - (7) BW will result in the date for the beginning of the current week.
  - iv) Pressing the TAB key will result in the current date/time in most forms. Especially helpful in the Labor Entry form.