

Help Sheet – iSalute using Calendar

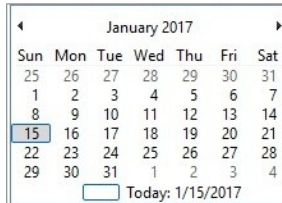
Several date fields uses a 'pop-up' calendar to select dates.

The exception is Date of Birth. In this case, type in using the format mm/dd/yyyy. The reason being that birthdays were not always known when setting up the initial database.

Date of Birth fields require month, day and year.

To select a date, click the down arrow next the date field where indicated.

You will see
with date highlighted



You can go back a month by clicking the left arrow (next to month) or forward a month by clicking the right arrow.

Or to select a month, click on the Month e.g. January to see



Click the desired month with take you back to the month with days.
Click on the day required to insert in date field.

To get another year, click on the Year e.g. 2017 to see



Click on the year e.g. 2016 will take you to the month.
After clicking month, the calendar with days appears.
Select the desired day to insert in date field.