

Q: When I am accessioning animals the date prefills to today. But I usually don't get them accessioned until the day or two after they arrive, especially when weekends are involved. Is there an easy way to change a date backward a day or two?

A: There is! For any date field you can easily edit it forward or backward a bit by putting your curser in the date field and using either the "+" key (to move the date forward one day at a time) or the "-" key (to move the date backward one day at a time). *Note:* This functionality works best in Chrome or Internet Explorer.

Many thanks to Linda Rohr Bachers at Milwaukee County Zoo, who submitted this tip!

ZIPPING THROUGH ZIMS!



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◄Put your cursor in the date field.

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■Use the "+" key to move the date forward one day at a time.

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■Use the "-" key to move it backward one day at a time.

This works in all date fields, not just those that prefill to today's date!



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