

Q: How can I save time entering dates?



A: There are many ways that you can enter dates into ZIMS. Here are some tips to save you time:

- Make sure that the Date Edit Format in My Preferences is set to how you want to enter the date. You can record dates and view the dates using different formats. You may want to record the date by dd/MM/yyyy (example 21/07/2014) but view it as dd/MMM/yyyy (example: 21/Jul/2015).
- You can use the calendar icon to select a date. This is usually quickest only if the date being recorded is in the same month as the date of data entry.
- You can record the date inserting “/” between the day, the month, and the year (example: 25/03/2014).
- You can even record the date WITHOUT the “/” punctuation (example (25032014))

Many thanks to Tina Bouttle from Wildlife & Wetlands Trust who submitted this tip!

ZIPPING THROUGH ZIMS!



My Preferences 60708 / Alive / Male

Region And Language

Language

Language: English

Support Extended Character Set

Date and Time Formats

Date View Format: dd/MMM/yyyy

Date Edit Format: dd/MM/yyyy

Time Format: 24 hours

◀ **Start>My Preferences>Language, Date/Time and Separator Formats**

Make sure that your My Preferences are set to how you want to enter the date.

If the date you are recording is in the same month as the date you are entering the data, using the calendar functionality saves time. ▶

Add New Length

Date * Estimate

Measurement Time

Measurement Type *

Measurement *

Estimate

Exclude from norms

Quality of measurement

Measurement equipment

Details

Calendar: March 2015

S	M	T	W	T	F	S
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

Today

Note Templates

Add New Length

Date * Estimate

Measurement Time

Measurement Type * Please Select

Measurement *

Estimate

To save time you do not need to insert “/” between the day, month and year if entering by hand.

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