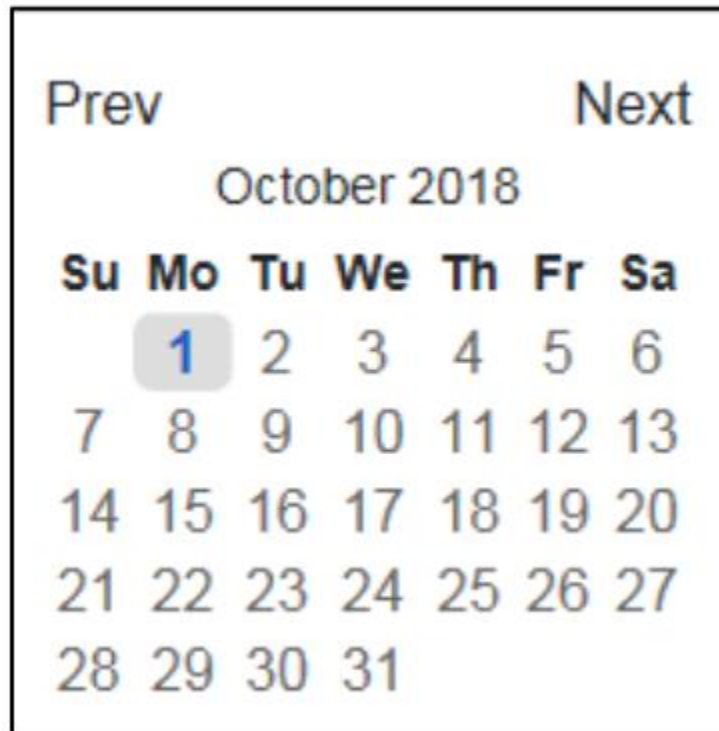


7.0 | THE CALENDAR DIALOG

When you enter a date value (e.g., date of birth, date you filed your formal EEO complaint, etc.) you may select it using the calendar dialog.

When you encounter a field that lets you enter a date, when you place your cursor in the field the Calendar dialog will open. The dialog will display the current month, as shown in Figure 4 below:

Figure 4 - Calendar Dialog



Above the Month and Year are the Prev and Next buttons, which let you select a different year and/or month by toggling through the calendar one month at a time.

The current day is highlighted for you in the calendar grid (e.g., "1" in Figure 4). If you want to enter a different day, select that day to highlight it.

Once you select the desired date, the dialog will close and the date you selected will be entered in the field.

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