

Calendar Feature

Many forms provide a calendar feature to facilitate entering dates into the Oracle Administrative Systems.

If a form contains a date field that displays the LOV icon, the calendar feature is available to enter a valid value in the date field.

1. Click in the **Effective Date Field**.
2. Click on the LOV. The calendar should appear.

Use the arrows to the left of the month to move *up* or *down* by month. Use the arrows to the right of the year to move *up* or *down* by the year.

When you have located the exact month and year, click on the day in the middle of the calendar. The date will appear on the calendar at the bottom above the OK and Cancel buttons. Click the OK button to select the date that is displayed.

