

Auto date when the box is clicked in AppleWorks database by Cindy O'Hora

I record my computer tip titles in a database. I get in writing jags where I write 3 a day for a week. But I stick to my posting once a week plan. This creates a management challenge. Which are the tips I've posted on the site verses the ones I have in reserve?

I decided to add a check box to the database that I could click in when the tip is posted. While I was tweaking, it seemed like a good idea to date the posting. I, of course, choose to have the computer do it automatically. ;-)

Here's how:

Open the database.

1. Go Layout ... Define Fields.
2. Enter the name of the check box field. (In my example, I'm entering posted.)
3. Change the Field Type menu to Check Box.
4. Click Create.

Add the date field.

1. Enter the field name - Date posted.
2. Change the Field Type menu to Calculation.
3. Click Create.
4. In the formula box enter - IF('posted'=1,NOW(),"")
5. **Important** - Change the "Formula result as" menu to Date.
6. Click OK.
7. Click Done.

The two fields are added to the database. When you click in the check box, today's date automatically appears in the Date Posted box.

About the formula and functions:

This tip uses an IF-then statement. It says IF the field 'posted' is one ('posted'=1), then put today's date in this calculation field, NOW(). If it is not 1, leave the date field blank. The double quotes yield a blank field.

FAQ:

- I tried what you suggested, but the automatically entered date is incorrect.

The date comes from the setting of the clock in your Mac. Go to the Date and Time Control Panel and correct that setting. If this does not fix the problem, check that your map control panel is accurately set, too. If the date is still not fixed, check your computer's clock battery.

- I set the date to read Dec 12, 2000 in my AppleWorks preferences, but they continue to read 12/12/00 in the database field. What's up?

To change the date format in a database field:

1. Open the database.
2. Go Layout ...Layout.
3. Double click on the blank box of the date field.
4. Make your selection in the Date format dialog box.
5. You may have to enlarge the size of the field to make the whole date visible. Do that using the arrow tool to drag one of the handles.
6. Go Layout ... Browse to return to the regular view of the database records.



In honor of my children's challenge - When will I ever use this?

- Database ordering. It can be challenging to keep track of the catalog orders you've placed and received at holiday time. Make a database to help you. You can also have an [auto date](#) field for when the record of the order is first placed. Add two more fields to document when you received the order.
- Birders can use this to date sightings of birds at a feeder or date of hatching in a nest. You could make a database life list that could be sorted chronologically to document your progress.
- Are you managing a group of people on a big project? Perhaps the day you receive each person's part is important to you. Or if the group is to return input, you can document their timeliness.
- I regularly donate books to our public schools. I track this in a database and use this feature to track when I donate them for tax purposes.
- If you would like to record the exact date you post a payment, attach this to a payment field instead of a check box.

I don't know which is worse, person who will argue about anything
or a person who will argue about nothing? ~ Unknown

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