

Abbreviations for Dates

The following table illustrates acceptable abbreviations when entering dates:

Abbreviation	Meaning
TODAY or Today or T or t	Today.
TODAY+1 or T+1 or t+1	Tomorrow.
TODAY-7 or T-7 or t-7	One week ago.
TODAY+3W or T+3W or t+3w	Three weeks hence.

Table 12: Abbreviations for Dates

Times in DATE/TIME Fields

In some DATE/TIME fields, you can enter a time-of-day along with the date. For example, to indicate 4:00 PM on July 20, 1999, enter the date in one of the formats shown above, followed by an at-sign ("@"), followed by the time.

For example, you might enter:

```
APPOINTMENT: 20 JUL 99@4PM
```

Figure 71: Entering a Date and Time

To be totally unambiguous, you can enter time as military time (four or six digits, no colon), hour AM/PM, hour:minute AM/PM, or hour:minute:second AM/PM. If you do omit an AM/PM notation, the following assumptions are made:

- If you enter a single digit for the hour, a time between 6AM and 6PM is used. Thus, **T@330** (or **T@3:30**) means today at 3:30 PM and **T@945** (or **T@9:45**) means today at 9:45 AM.
- If you enter two digits for the hour, the actual hour entered is used (as if military time were being used). Thus, **T@0330** (or **T@03:30**) means today at 3:30 AM.

As with dates, there are supported abbreviations you can use when entering times in DATE/TIME fields. For example, to enter the present moment, you can enter the word **NOW**. To enter an hour from the present moment, enter **NOW+1H**. To enter an hour ago from the present moment, enter **NOW-1H**. You can also combine **NOW** with **D** for day and **M** for month and ' (apostrophe) for minute. You can also enter **MID** for 12 a.m. and **NOON** for 12 p.m.

Abbreviations for Times

The following table illustrates acceptable abbreviations when entering time:

Abbreviation	Meaning
NOW+3'	Present time plus three minutes.
NOW+1H	Present time plus one hour.
NOW+3D	Present time plus three days.
NOW+4M	Present time plus four months.
NOON	Today at 12:00 noon.
MID	Today at 24:00 midnight.

Table 13: Abbreviations for Times

NUMERIC Fields

NUMERIC-type fields work very much like FREE TEXT fields, except that input is restricted to valid numbers. There can also be restrictions as to how small or large a number is allowed, and how many decimal places are allowed. Entering a question mark retrieves Help that tells you what responses are acceptable.

For example, a NUMERIC field would probably be used to store the height of a patient:

HEIGHT (cm): 196

Figure 72: An Example of a NUMERIC Field