

Tech Tip Tuesday—January 13, 2026

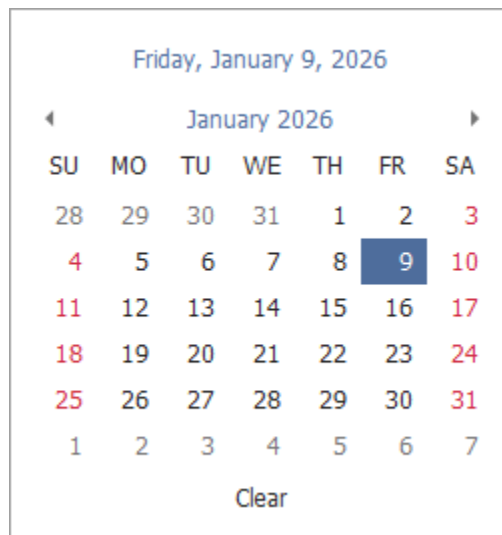
Some Tricks with the Calendar

At the beginning of a new year we often think a little bit more about the calendar, which brings us to this week's tip.

There are lots of areas in Livery Coach (besides in a reservation) where you need to enter a date. For example, the date you purchased a vehicle, or when the registration expired. Or, in Employee List, the hire date or the birthdate.

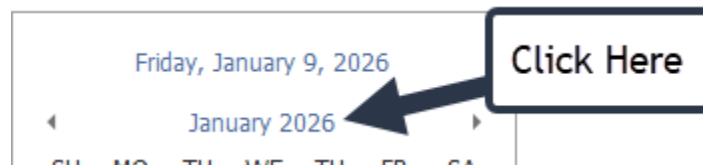
While you can just type in the date, many people prefer to click on the down-arrow to bring up the calendar, since there is less chance of error.

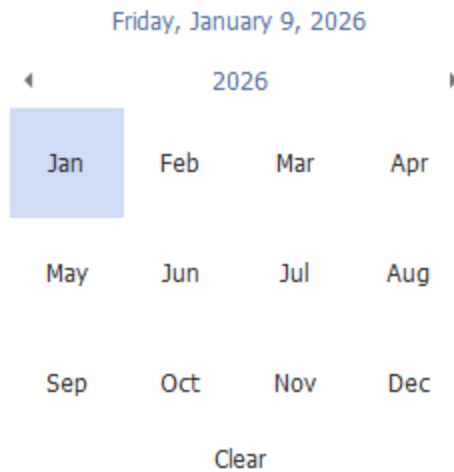
When you click on the down arrow by a date field, you get a calendar.



While you can certainly click on the left and right arrows to move forward or back a month at a time, this can be tedious if the date you want is way in the future (or way in the past—like the birthdate of a chauffeur).

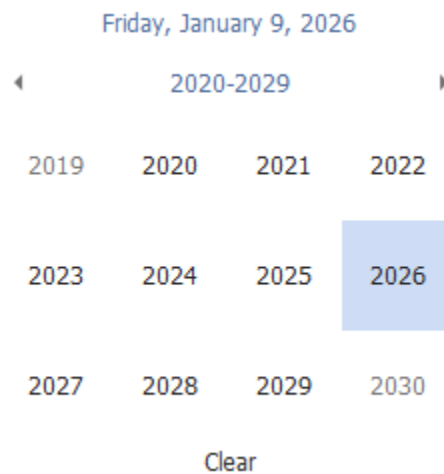
But one trick is, if you click once on the Month and year (in the example above, click on the "January 2026" text), then the calendar will zoom out to the "year" view.





This makes it faster to jump to the month you want, or move a year at a time with the arrow keys.

But wait, there's more! Click on the year (2026 in the above example). Now you get all the years in the decade, for faster selection of the year you are looking for. The arrow keys now move forward or back a decade at a time.



For completeness, clicking on the decade (2020-2029 in our example) now brings you to the Century view. You can quickly select the decade you want with a single click, and use the arrow keys to click the century.

Friday, January 9, 2026

◀ 2000-2099 ▶

1990- 1999	2000- 2009	2010- 2019	2020- 2029
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2030- 2039	2040- 2049	2050- 2059	2060- 2069
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2070- 2079	2080- 2089	2090- 2099	2100- 2109
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Clear