

6.2 TYPES OF DATA

6.2.1 Dates

Dates are entered in the date format **dd.mm.yyyy** (DayDay MonthMonth YearYearYearYear).

The keys <D>, <W> and <M> enable automatic date entry.

By pressing the <D> key, the current date is transferred to the blank field. Each time you press the key again, the date entered is more recent by one day. By pressing the key combination <Shift> + <D>, the date of the previous day is transferred to the blank field. Each time you press this combination again, the date entered is more recent by one day.

By pressing the <W> key, the date transferred will be by one week more recent than the current date. Each time you press the key again, the date entered is more recent by one week. By pressing the key combination <Shift> + <W>, the date will be set back by one week from the current date. Each time you repeat this, the displayed date will be set back by one week.

By pressing the <M> key, the date transferred will be by one month more recent than the current date. Each time you press the key again, the date entered is more recent by one month. By pressing the key combination <Shift> + <M>, the date will be set back by one month from the current date. Each time you repeat this, the displayed date will be set back by one month.

To delete the entered date, press the space bar.

6.2.2 Phone and FAX numbers

Make sure to enter the dial code, followed by a space, when you enter a phone or fax number.



Examples:

03 5375 789
(02) 5375789

You can enter more phone or fax numbers in one field; however, they should be separated and entered as follows: space, slash "/", space. You can also enter the abbreviation "int." for internal phone numbers.



Examples:

03 5375 789 / 5449 651 / 041 654 876
(02) 5375789 int. 776

In case of phone or fax numbers abroad, enter the plus sign (+) and enter the country's international dial code followed by the direct number of the required person or institution (in domestic numbers, the plus sign (+) and the country's international dial code are added automatically when we confirm the entry or when we move to the next entry field).



Examples:

+31 152 571 796 – phone number in the Netherlands (Delft)
+43 1 534 10 – phone number in Austria (Vienna)

6.2.3 E-mail addresses

The data which you enter into the field for e-mail address must include a commercial at (@).

6.2.4 Decimal values

The fractions of a decimal number are separated by a comma.

6.2.5 Amounts of money

Amounts of money must be entered without separator periods (full-stops).



Examples:

The amount 1.540,00 must be entered as *1540,00*.
The amount 5.875,25 must be entered as *5875,25*.

6.2.6 Passwords

When logging in to the system, please note that passwords are case-sensitive, which means that the software will consider upper case and lower case letters to be different characters.