

Browsing Months and Confirming Calendar Choices

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Opening the calendar and understanding the current selection

In Sherkety ERP & Website Platform, you usually open the calendar by clicking a date field or date range field in a form, filter bar, dialog, or drawer. Before the calendar opens, the field often already shows the current choice. For a single date, you will see one date in the field. For a date range, you will usually see both dates together, which gives you a quick way to check whether anything is already selected before you expand the picker.

When the calendar opens, it appears as a small calendar panel with a month grid. At the top of that panel, you will see the current **month** and **year**. This header helps you confirm which month you are viewing before you click any day. Inside the grid, each day appears as its own clickable date cell. If a date has already been chosen, that date is highlighted so you can spot it immediately.

A single-date selection usually appears as one clearly highlighted day. A date range looks different: the **start date** and **end date** are marked, and the days between them are shaded to show the full span. This makes it easier to confirm whether the selected period is short, long, or crossing into another month.

Look for the main action button at the bottom or edge of the calendar panel.

Depending on where you opened the picker, this may be the control you use to keep your selection and continue. It becomes especially important after you change a date or complete a range.

[SCREENSHOT: Calendar picker opened from a date field, showing month header, highlighted selected day, and confirmation button]

If you need a refresher on how single-date and range selection work before reviewing the calendar, see [Selecting Single Dates and Date Ranges](#) and [Understanding Date Picker Layouts and Selection Modes](#).

Moving between months in the calendar

Use the arrow buttons in the calendar header to move through time. The **left arrow** takes you to the previous month, and the **right arrow** takes you to the next month. Each click changes the month grid by one month, so you can move step by step until the month you need is on screen.

1. Open the calendar from the date field.
2. Check the month and year shown in the header.
3. Click the left or right arrow to move backward or forward.
4. After each click, confirm that the month and year label changed to the period you want.
5. Once the correct month is visible, choose your date or continue reviewing the highlighted dates.

The month and year label is the easiest way to avoid mistakes. If you are looking for a date in a future month, do not rely only on the day numbers in the grid. Always confirm the header first, especially when the same day number appears in many months.

In some places, Sherkety ERP & Website Platform may limit which dates you can choose. When that happens, one of the navigation arrows may appear unavailable, or clicking it may do nothing. This usually means you have reached the earliest or latest month allowed for that field. If you cannot move farther, select from the dates still available in the visible month.

Your current selection does not disappear just because you browse to another month. If you move away from the month that contains your selected date, the highlight will no longer be visible until you return to that month. When you browse back, the selected day or selected range appears highlighted again, which helps you confirm that your earlier choice is still saved in the picker.

[SCREENSHOT: Calendar header with previous and next arrows and updated month/year label]

Reviewing highlighted dates before confirming

Before you click the confirmation control, take a moment to read the visual cues in the calendar grid. Sherkety ERP & Website Platform uses highlighting to show what is selected and what is only visible. This is especially important when you are choosing a date range.

For a single date, the selected day is usually shown with the strongest highlight. That highlighted day is your active choice. For a range, the first selected day marks the beginning, the last selected day marks the end, and the dates between them are shaded to show the full period. If the range crosses into another month, you may need to browse to the next or previous month to review the rest of the highlighted span.

Be careful not to confuse selected dates with unavailable dates. Disabled days often look faded, muted, or less clickable than normal dates. A disabled date is not a confirmed choice. It is simply a date you cannot use in that field. If a day looks dim or does not react when clicked, treat it as unavailable rather than selected.

Today's date may also have its own visual style. For example, it might have a subtle outline or marker to show the current day. That marker is only a reference point. It does not mean today is selected. Always rely on the stronger selected highlight or range shading when checking your actual choice.

You should also confirm the chosen value outside the day grid. Depending on where the picker appears, the selected date may be echoed in the original date field, in a range summary, or near the bottom of the calendar panel. That text is useful when the visual highlight spans multiple days and you want to verify the exact start and end dates before continuing.

[SCREENSHOT: Calendar showing selected range, disabled dates, and visible selected value in the field]

Confirming a single date or date range

Once the correct month is visible and the right dates are highlighted, finish the selection so Sherkety ERP & Website Platform can use it in the form, filter, or workflow you opened.

1. For a single date, click the day you want in the calendar grid.
2. Check that the selected highlight moves to that day.
3. Confirm that the date field or summary text updates to match your choice.
4. Click the calendar's confirmation control to keep the date and return to your previous screen.

For a date range, the process takes one extra step because you must define both ends of the period.

1. Click the **start date** first.
2. Click the **end date** second.

3. Check that both boundary dates are highlighted.
4. Make sure the days between them are shaded to show the full range.
5. Review the value shown in the field or summary text.
6. Click the confirmation control to apply the range.

If only the first date is highlighted and there is no ending date yet, the range is incomplete. In that state, do not assume the selection is finished. The calendar is still waiting for the second date. If the confirmation control is available but the range does not look complete, review the highlight carefully before using it.

After you confirm, the calendar usually closes and you return to the page, drawer, or dialog you were using. The chosen date or range remains visible in the related field, which is your sign that the selection has been applied.

If you want more detail on choosing the first and second dates in a range, see [Selecting Single Dates and Date Ranges](#).

Adjusting the selection when the highlighted dates are not correct

If the wrong date is highlighted, you do not need to leave the screen and start over elsewhere. In most cases, you can correct the choice directly inside the calendar.

1. Reopen the calendar from the same date field.
2. Check which day or date range is currently highlighted.
3. If you need a different single date, click the new day and confirm that the highlight moves.
4. If you need a different range, select the dates again so the highlighted span updates.
5. Use the confirmation control to save the corrected choice.

For a single date, changing the selection is usually simple: click a different day cell. The old highlight should move to the new date. Before confirming, check the date shown in the field or summary text so you know the new value replaced the old one.

For a range, pay close attention to the start and end points. If the highlighted span does not match what you intended, choose the dates again and watch how the shaded range redraws. The updated highlight should clearly show the new beginning, new ending, and all dates between them.

Some calendar pickers also include a **Clear**, **Reset**, or **Cancel** option. If you see one of these controls, use it when the current selection is too confusing to fix one click at a time. Clearing removes the existing choice so you can begin again with a clean calendar. Canceling usually closes the picker without applying your latest changes.

After closing the calendar, reopen it once more if you want to double-check your saved choice. The same highlighted date or range should still appear, and the field should match it exactly.

[SCREENSHOT: Reopened calendar showing corrected highlighted date range after adjustment]

Fixing common problems with month browsing and date confirmation

Most date picker issues in Sherkety ERP & Website Platform come down to navigation, incomplete range selection, or trying to choose an unavailable date. A quick visual check usually tells you what needs to be fixed.

If the month you need is not visible, use the header arrows and watch the month and year label after each click. It is easy to focus on the day numbers and miss that you are still in the wrong month. Always confirm the header before selecting a date.

If the wrong dates are highlighted, reopen the calendar and review the full selection before confirming again. For a single date, click the correct day so the highlight moves. For a range, select the correct start and end dates and make sure the shaded span updates to match. If the current highlight is too messy to interpret, use a visible **Clear**, **Reset**, or **Cancel** control if one is available, then start the selection again.

If the confirmation control does not seem to work, check whether your selection is complete. This is especially common with date ranges. When only the first date is selected, the picker may still be waiting for the second date. Look for a highlighted start date without a matching end date. Once both ends are selected, confirm again.

If you cannot select a date at all, the day may be disabled. Disabled dates often appear faded and do not respond normally when clicked. This usually means the date falls outside the allowed window for that field. In that case, choose a different visible date or move to another allowed month if navigation is available.

For more help reading unavailable states and messages around pickers, see [Understanding Loading Placeholders Empty States and Errors](#) and [Recognizing Warnings Errors and Dismissible Notices](#).

Overview

This part of date selection focuses on reviewing what the calendar is showing before you commit to a choice. In Sherkety ERP & Website Platform, the calendar picker is not just a list of days. It gives you several visual checks: the month and year in the header, the highlighted day for a single-date choice, the start and end markers for a range, and the shaded span between them. Using those cues together helps you avoid saving the wrong date.

The most important habit is to confirm three things in order:

- You are viewing the correct **month and year**
- The correct **day or date range** is highlighted
- The related **field or summary text** matches what you expect

This document builds on the earlier date picker guides instead of repeating them. If you need help with the basics of clicking one date or choosing the first and second dates in a range, return to [Selecting Single Dates and Date Ranges](#). If you want a broader explanation of calendar layouts, picker styles, and where date pickers appear in Sherkety ERP & Website Platform, review [Understanding Date Picker Layouts and Selection Modes](#).

Use this guide whenever you need to move across months, verify a highlighted selection, or decide whether the calendar is ready to confirm. These checks are especially useful in filters, scheduling fields, and any workflow where the exact date affects what you see next.

Prerequisites

Before using the steps in this guide, make sure you already have the basics of date picking in Sherkety ERP & Website Platform.

- You can open a calendar by clicking a date field or date range field.
- You understand the difference between choosing a **single date** and choosing a **date range**.
- You can recognize the day cells inside the calendar grid.
- You know that some date pickers require a final confirmation action after selecting dates.
- You are comfortable moving between screens, dialogs, or drawers where the calendar may appear.

It also helps if you have already read these related guides:

- [Selecting Single Dates and Date Ranges](#)
- [Understanding Date Picker Layouts and Selection Modes](#)

If you are using a date field inside a filter, report, or admin form, keep the surrounding field visible when possible. That makes it easier to compare the highlighted dates in the calendar with the value shown outside the picker after you confirm.

There is no separate setup required for this task. You only need access to a screen in Sherkety ERP & Website Platform that includes a date picker. Once the calendar is open, you can use the month header, navigation arrows, highlighted day cells, and confirmation control described above to complete your selection accurately.