

Selecting Single Dates and Date Ranges

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Recognizing single-date and date-range calendar fields

In Sherkety ERP & Website Platform, calendar fields usually appear as a text box with a date value and often a small calendar icon inside or beside the field. When you click the field or the calendar icon, a small calendar panel opens over the page so you can choose dates without typing them manually. You will commonly see these controls in admin filters, reporting views, scheduling-related fields, and date-based content settings.

A **single-date** field accepts one calendar day only. After you choose a day, the field shows one value, and the calendar usually closes right away. This is the pattern you would expect when setting something like a publish date, event date, or a single filter date. On the calendar itself, only one day looks selected.

A **date-range** field is different because it captures both a beginning and an ending date in the same control. Instead of showing just one selected day, the calendar highlights a continuous stretch of days between your first click and your second click. The field then displays two values together, showing the full period you selected.

You can usually tell the difference before clicking:

- A single-date field shows one date value or an empty date box.
- A range field shows two dates together when filled.
- A range selection highlights multiple connected days on the calendar instead of one day only.

When you work in content and admin areas, pay close attention to whether the screen is asking for **one date** or a **from-to period**. That visual cue helps you avoid choosing only a start date when the screen expects both start and end dates.

[SCREENSHOT: single-date field beside a date-range field, both with calendar icons]

Choosing a single date from the calendar

1. Find the date field and click directly inside it, or click the calendar icon next to it. In Sherkey ERP & Website Platform, this opens a calendar panel showing the current month in a grid of days.
2. Look at the month title at the top of the calendar. If the date you need is not in the visible month, use the **previous month** and **next month** controls to move backward or forward. These controls are usually shown as left and right arrows near the month name.
3. Once the correct month is visible, click the day you want. The selected day becomes visually marked in the calendar so you can confirm what you picked before the panel closes.
4. After you click the day, the chosen date is placed into the field. In many cases, the calendar closes automatically as soon as the selection is made. If it stays open, the field still updates to reflect your choice.
5. Check the value shown in the input box. This is the quickest way to confirm that Sherkey ERP & Website Platform saved the exact day you intended, especially if you moved between months before selecting.

A few details help prevent mistakes:

- If a date is already selected, opening the calendar again usually shows that day as the current selection.
- If you click a different day, the old value is replaced with the new one.
- If the month view is wrong, do not keep clicking random dates—move to the correct month first, then select the day.

[SCREENSHOT: open calendar with month navigation arrows and one selected day]

Selecting a start date and end date as a range

1. Click the date-range field to open the calendar. In Sherkey ERP & Website Platform, range selection starts with your first click, which sets the **start date**.
2. Click the first day of the period you want. This marks the beginning of the range. At this stage, only that one day may appear selected because the end of the range has not been chosen yet.
3. Click a later day to set the **end date**. As soon as you do this, the calendar highlights every day between the first and second clicks. That continuous highlight

is the clearest sign that you completed a date range rather than a single-date selection.

4. Review the highlighted span before moving on. If both dates fall within the same month, you will see one uninterrupted block of highlighted days inside that month's grid. If the range crosses into another month, you may need to use the month navigation controls to view the rest of the highlighted period.
5. Check the field after the selection is complete. The input now shows both the start date and the end date together, confirming the full period you selected.

Cross-month ranges are common in reporting and filtering. For example, you might start on the last few days of one month and end on the first few days of the next. In that case, Sherkety ERP & Website Platform still treats the selection as one continuous range even though you moved between month views while choosing it.

Helpful signs that the range is correct:

- The first clicked day is the beginning of the highlighted span.
- The second clicked day is the end of the highlighted span.
- The field displays two date values rather than one.

[SCREENSHOT: date-range calendar with start date, end date, and highlighted days between them]

Adjusting or clearing an existing date selection

If a date is already filled in, you do not need to remove it first unless you want the field to be empty. In Sherkety ERP & Website Platform, you can usually reopen the calendar and replace the current selection directly.

For a **single-date** field, click the existing date field again to reopen the calendar. The current date may appear highlighted. To change it, simply click a different day. The new day replaces the old one in the field. This is the fastest way to correct a wrong selection.

For a **date range**, the update depends on what needs to change:

- If the **start date is correct** and only the **end date** is wrong, reopen the calendar and choose a new later day to redefine the end of the range.
- If the **start date itself is wrong**, begin the range again by selecting the correct first day, then click the correct ending day.

- If the highlighted span looks confusing or no longer matches what you need, it is often easier to clear the field and select the range from scratch.

Many date fields also include a **clear**, **reset**, or remove-style action. This may appear as a small **X**, a clear icon, or a visible action near the field. Use it when no date should remain selected or when you want to start over completely. After clearing, the field returns to its empty state and the calendar no longer shows an active selection.

When adjusting dates, always confirm the final value in the field itself, not only in the calendar popover. The field is what the page will use for filtering, scheduling, or reporting.

[SCREENSHOT: filled date field with clear action and reopened calendar for changing the selection]

Using common date selection patterns in everyday tasks

Date picking in Sherkety ERP & Website Platform is easiest when you match the calendar style to the task on the screen. Some tasks only need one day, while others need a full period.

Use a **single-date** selection when the page asks for one specific day. This is the usual pattern for a publish date, event date, or any field where the page expects one calendar value. You click the field, choose the day, and confirm that one date appears in the input.

Use a **date range** when you are filtering records or reviewing activity across a period. Reporting and date-based filters often work this way because they need both a start date and an end date in one interaction. After the second click, Sherkety ERP & Website Platform highlights the full span so you can immediately see whether the period is correct.

Cross-month selection is especially useful when the dates do not sit inside one visible calendar page. For example, if your reporting period starts near the end of one month and finishes in the first week of the next, choose the first date, move to the next month with the navigation arrows, and then click the ending date. The field will still show one complete range.

Before leaving the calendar, verify two things:

- The highlighted days match the period you intended.
- The field shows the correct final value or pair of values.

That quick check helps when you are working in admin filters, reporting screens, or date-based content settings where a small mistake can change what records or results you see.

For more about how calendars may appear in different layouts, continue with [Understanding Date Picker Layouts and Selection Modes](#).

Fixing common date selection problems

Most date picker issues in Sherkety ERP & Website Platform can be fixed by reopening the calendar and checking what was selected first.

If you picked the **wrong day** in a single-date field, click the field again and choose the correct day. The newly selected date replaces the old one. There is usually no need to clear the field first unless you want to remove the value entirely.

If a **range highlights unexpected dates**, the most common cause is that the first click set a different start date than you intended. Reopen the range picker and pay attention to the first selected day. Then click the correct ending day again. If the result still looks wrong, clear the field and rebuild the range from the beginning.

If the **date you need is not visible**, use the month navigation controls at the top of the calendar. Move backward or forward until the correct month appears, then select the date. This is especially important for cross-month ranges, where the start and end dates may not be visible at the same time.

If the field still shows an **old value**, look for the clear or reset action in or near the input. After clearing it, select the date or range again from scratch. This is often the quickest fix when the field contains a leftover value from an earlier filter or edit.

Use this table as a quick reference:

Problem	What to do
Wrong single date selected	Reopen the calendar and click the correct day
Range covers the wrong days	Check the first selected day, then choose the end date again
Needed date is not shown	Use previous or next month controls
Old date remains in the field	Clear the field and reselect

[SCREENSHOT: calendar with month arrows and a date field showing a clear action]

Overview

Sherkety ERP & Website Platform uses calendar controls anywhere a page needs a date or a date period. You will see these controls in admin filters, reporting views, and date-based content fields. The two patterns to recognize are **single-date selection** and **date-range selection**.

A single-date field is used when you need one calendar day only. You open the calendar, move to the correct month if needed, and click one day. The field then shows one value. This is the simplest pattern and is commonly used when a screen asks for one specific date.

A date-range field is used when the page needs a beginning and ending date together. Your first click sets the start date, and your second click sets the end date. Sherkety ERP & Website Platform highlights the days between those two points so you can visually confirm the full span before continuing.

This document focuses on the basic actions you perform most often:

- Opening a calendar from a date field
- Selecting one day
- Selecting a start and end date
- Updating an existing selection
- Clearing a date field and starting over
- Correcting common mistakes such as wrong day or wrong range

If you are new to calendar controls, the most important habit is to verify the value shown in the field after the calendar closes. That visible field value confirms what the page will use for filtering, scheduling, or reporting.

The next document in this section explains how different calendar layouts and selection styles can change what you see on screen: [Understanding Date Picker Layouts and Selection Modes](#).

Prerequisites

Before selecting dates in Sherkety ERP & Website Platform, make sure you have the page open where the date field appears. Calendar controls are built into the screen you are already using, so there is no separate setup required.

You only need a few basics:

- Access to a page that contains a date field or date-range field
- A visible input box with a date value, empty date area, or calendar icon

- Permission to use that screen if you are working in the admin area
- A clear idea of whether you need one day or a start-and-end period

It also helps to recognize the common places where date pickers appear:

- Filter bars in admin and reporting screens
- Scheduling-related fields
- Date-based content settings
- Any form that asks for a single date or a date range

Before clicking a date, quickly check the field's current state:

- If one date is already shown, you may be editing an existing single-date value.
- If two dates are shown, the field is likely set up for a range.
- If the field is empty, you are starting a new selection.

If you are using a range field, decide the **start date** and **end date** before opening the calendar. That makes it easier to avoid accidental selections, especially when the period crosses from one month into the next.

If you need help understanding where these controls appear in shared page layouts, navigation patterns, or pop-up panels, see [Understanding Breadcrumbs Drawers and Shared Navigation Patterns](#). The next step in this date selection series is [Understanding Date Picker Layouts and Selection Modes](#).