

Understanding Date Picker Layouts and Selection Modes

August 25, 2026

Recognizing the Date Picker Layouts

In Sherkety ERP & Website Platform, the date picker opens as a calendar panel attached to a **date field** or **calendar button**. The top area of the calendar is the part to watch first. It usually shows:

- a **previous month** arrow on the left
- a **month and year label** in the middle
- a **next month** arrow on the right

That header tells you which month you are viewing and gives you the controls to move backward or forward.

You may see one of two common layouts:

- a **single-month calendar**, used when you need one date
- a **two-month calendar**, shown side by side when you need a **start date** and **end date**

In the single-month view, you work with one calendar grid. In the two-month view, both calendars stay visible together so you can choose dates that cross from one month into the next without constantly switching back and forth.

Inside each calendar, the main area is a **day grid**. Across the top, you will see **weekday labels** such as the short names for each day. Below them, each numbered square or button is a day you can click.

The calendar also uses visual cues to show date status:

- **Selected dates** appear highlighted so you can tell what you picked
- **Today's date** is usually marked differently from other available dates
- **Disabled dates** look faded or inactive and cannot be selected
- In a range picker, the days between the start and end date are often shaded to show the full span

[SCREENSHOT: Date picker showing header arrows, month/year label, weekday row, active day, disabled day, and today marker]

If you already know how to click a date or drag across a range, this document focuses on how to read the layout itself. For the basic selection action, see [Selecting Single Dates and Date Ranges](#).

Picking a Single Date

When a form in Sherkety ERP & Website Platform asks for one date, click inside the **date input field** or use the **calendar button** beside it to open the picker. The calendar appears with one month visible, and the current month is shown in the header.

If the date you need is not in the visible month, use the header arrows:

- click the **left arrow** to move to an earlier month
- click the **right arrow** to move to a later month

As you move, the **month and year label** updates so you always know where you are. This is especially helpful when you are entering a past document date, a future appointment, or a deadline that is not in the current month.

To choose the date, click one **day cell** in the calendar grid. That click sets a single value for the field. The chosen day becomes highlighted so it stands out from the rest of the month. If the calendar stays open after you click, the highlight remains visible, making it easy to confirm that you selected the correct day before moving on.

Look for these visual states while choosing:

- the **selected day** stays emphasized
- **today** may still have its own marker if you picked a different date
- **disabled days** cannot be pressed

If you click a different available day before finishing, the highlight moves to the new date. That tells you the field is currently set to the latest day you selected.

[SCREENSHOT: Single-date picker with one chosen day highlighted]

Some date fields save your choice as soon as you click the day. Others wait for a separate **Confirm** or **Apply** button. If your field does not update right away, check the bottom or edge of the calendar panel for an action button before closing it.

Selecting a Start and End Date

When Sherkety ERP & Website Platform needs a date range, the picker usually opens in a **two-month layout**. This side-by-side view helps you choose a **start date** and an **end date** without losing track of the period you are building.

Begin by clicking the first available day for the start of the range. That day becomes the **start date** and is highlighted. Then click the day you want as the **end date**. After the second click, the calendar shows the full selection:

- the **start date** is marked
- the **end date** is marked
- the days between them are highlighted as the **in-range** period

This visual fill is useful because you can quickly confirm whether the selected span covers the correct days.

The two visible months are especially helpful when your range crosses a month boundary. For example, you might start near the end of one month and finish in the next month. With both months on screen, you can see the full range without switching back and forth after every click.

If your second click is earlier than your first one, the picker may handle it in one of two ways depending on the screen:

- it may **reorder the range** so the earlier date becomes the start and the later date becomes the end
- it may **reset the selection**, treating the second click as a new start date

You can tell what happened by watching the highlight pattern. If you only see one highlighted day after the second click, the picker likely reset the range. If you see a full span, the picker accepted both dates.

[SCREENSHOT: Two-month date range picker with start date, end date, and highlighted days in between]

If only the first date is selected, the range is still incomplete. The field is not fully set until both dates are chosen and, on some screens, confirmed.

Browsing Months and Years Efficiently

The fastest way to move around the calendar in Sherkety ERP & Website Platform is by using the **previous month** and **next month** arrows in the calendar header. Each click shifts the visible month by one step. If you need a date far in the past or future, you can click the arrows repeatedly until the correct month appears.

As you browse, keep an eye on the **month/year label** at the top of the calendar. This label changes every time you move, so it acts as your position marker. If you are moving quickly through several months, the label is the easiest way to confirm you have reached the right point before selecting a day.

In a **dual-calendar range view**, the two months stay aligned as adjacent months. That means when you move forward or backward, the second calendar follows the first so the pair continues to show consecutive months. This makes range selection easier because you always see two connected periods instead of two unrelated views.

A few practical tips help when browsing:

- use the arrows rather than closing and reopening the picker
- check the **month/year label** before clicking a day
- in range mode, watch both calendars so you do not accidentally choose from the wrong month

You may also notice that month movement is sometimes limited. If Sherkety ERP & Website Platform only allows dates within a certain period, the calendar can block movement beyond that limit. In that case:

- some day cells appear disabled
- one of the month arrows may stop working
- you may be unable to browse past the earliest or latest allowed month

When this happens, the calendar is showing a date rule rather than an error. If you cannot move farther, choose from the available dates that remain active.

Confirming or Clearing Your Selection

Not every date picker in Sherkety ERP & Website Platform behaves the same way after you click a day. Some fields save immediately, while others use an extra action such as **Confirm** or **Apply**. When you see one of these buttons, your date is only temporary until you press it.

This difference matters most in range selection and in forms where accuracy is important. While the picker is open, you may see highlighted dates that look selected, but those highlights only show your **current in-progress choice**. The value is not final until the picker writes it back to the field.

Watch for these common actions:

- **Confirm** or **Apply** saves the highlighted date or date range into the input field

- **Cancel** closes the picker without keeping the in-progress change
- closing the calendar without confirming may also discard the temporary selection
- **Clear** removes the current value from the field

For a single-date field, **Clear** removes the selected date. For a range field, **Clear** removes both the start and end dates so the field returns to an empty state.

This is the easiest way to tell the difference between temporary and final selection:

- if the date is only highlighted inside the open calendar, it may still be pending
- if the date appears in the **input field**, the selection has been saved

[SCREENSHOT: Date picker with Apply, Cancel, and Clear actions visible]

If you clicked dates but the field still shows the old value, reopen the picker and check whether a **Confirm** or **Apply** button is required. If you pressed **Cancel** or clicked away before confirming, the field may intentionally stay unchanged.

Fixing Common Date Selection Problems

Most date picker issues in Sherkety ERP & Website Platform come from a few easy-to-miss details in the calendar itself. The visual state of the day cells usually tells you what is happening.

If a date cannot be clicked, the most likely reason is that the day is **disabled**. Disabled dates often look faded, muted, or inactive compared with normal day cells. This can happen when:

- the form only allows dates after a minimum date
- the form only allows dates before a maximum date
- certain unavailable dates are blocked

When the wrong month appears after opening the picker, do not assume the calendar is broken. Many date fields open to the month of the **currently selected value**, not today's month. If a date was already entered earlier, the picker may return you to that month so you can review or change it more easily.

Range selection problems are also common. If the range is not saved, check whether you selected only the **start date** and never clicked the **end date**. In a two-date field, one highlighted day means the range is still incomplete. If the picker also uses **Apply** or **Confirm**, you must finish both actions:

- choose the start date

- choose the end date
- click **Apply** or **Confirm** if that button is shown

If the input does not update at all, one of these usually happened:

- you clicked **Clear**
- you closed the picker before confirming
- you pressed **Cancel**
- you made a temporary selection that was never applied

[SCREENSHOT: Disabled dates, incomplete range selection, and an unchanged input field]

When you are unsure, reopen the picker and compare the highlighted dates with the value shown in the field. If they do not match, the selection was not finalized.

Overview

Date pickers in Sherkety ERP & Website Platform follow a consistent visual pattern, even when they appear in different forms. Once you recognize the layout, it becomes much easier to understand whether you are choosing one date, building a date range, or reviewing a value that was already entered.

The key parts to identify each time are:

- the **header arrows** for moving between months
- the **month/year label** showing your current calendar view
- the **weekday row** and **day grid**
- the visual difference between **available**, **disabled**, **selected**, and **today** states

You will also get better results if you pay attention to the picker's selection mode before clicking. A single-date picker expects one day. A range picker expects two clicks, and the second click completes the span. In some places, the field updates instantly. In others, the value stays temporary until you use **Apply** or **Confirm**.

This document focused on reading the calendar layout and understanding what the highlights mean. For the basic action of choosing dates, refer back to [Selecting Single Dates and Date Ranges](#). That guide explains the direct selection behavior without repeating the layout details covered here.

Use these cues when working with any date field in Sherkety ERP & Website Platform:

- if one month is shown, you are usually picking a single date
- if two months are shown, you are usually building a range
- if the field stays unchanged, look for **Apply**, **Confirm**, **Cancel**, or **Clear**
- if a day cannot be clicked, it is likely outside the allowed date rules

The next part of this topic is [Browsing Months and Confirming Calendar Choices](#), which goes deeper into moving through the calendar and finalizing your selection.

Prerequisites

Before using the date picker layouts in Sherkety ERP & Website Platform, you should already be comfortable with the basic date selection actions covered in [Selecting Single Dates and Date Ranges](#). This document assumes you already know how to open a calendar from a date field and click a day.

You do not need any advanced setup, but a few conditions help the instructions make sense:

- you are on a screen that includes a **date input field** or **calendar button**
- you can open the calendar panel successfully
- you can recognize common action buttons such as **Apply**, **Confirm**, **Cancel**, or **Clear** when they appear
- you understand whether the form is asking for **one date** or a **date range**

It also helps to be familiar with common interface patterns used across Sherkety ERP & Website Platform, especially pop-up panels and action buttons. If you need help with those patterns first, these related guides may be useful:

- [Working With Drawers Dialogs and Confirmation Prompts](#)
- [Understanding Dialog Actions and Safe Confirmation Steps](#)
- [Understanding Toast Messages and Action Feedback](#)

When practicing date selection, pay attention to what the form is asking for. A field labeled for a single deadline behaves differently from a field that expects a start and end period. That context affects the layout you see and whether one click or two clicks are required.

If the calendar opens to an unexpected month, shows disabled dates, or waits for a confirmation button, that is still normal behavior. Those are exactly the layout and mode differences explained in this guide, and the next document continues with month browsing and final confirmation behavior in more detail.

