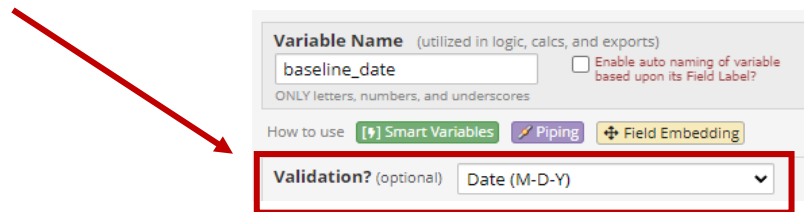


How do I calculate a date?

The @CALCDATE action tag performs a date calculation by adding or subtracting a specified amount of time from a date or datetime field.

To use the @CALCDATE action tag:

1. Within the 'Designer' in the left navigation menu, ensure that the target field you will be using in your calculation is validated as a 'date' or 'datetime' field.



- a. Create a new 'text box' field type with 'date' or 'datetime' validation. Do not use the 'calculated field' type.

Field Type: Text Box (Short Text, Number, Date/Time, ...)

- b. In the Action Tag box, enter your calculation.

Action Tags / Field Annotation (optional)

```
@CALCDATE([baseline_date],7,'d')
```

For this example, we used a calculation that displays a date 7 days after the baseline date. For a subtraction (7 days before), use a negative number in the calculation.

Pro Tip: The variable you are referencing must be inside brackets and the units desired (e.g. 'y'=years, 'M'=months, 'd'=-days, 'h'=hours, 'm'=minutes, 's'=seconds) must be in quotes or apostrophes.

2. The calculated field will run in real-time once the target date field has been entered.

Baseline Date	<input type="text" value="02-06-2023"/> <input type="button" value="Today"/> M-D-Y
Follow Up Date	<input type="text" value="02-13-2023"/> <input type="button" value="View equation"/>