Managing Dates on a Record

Example 1: Show activity for one year "2016"
For activities that occurred on a certain month/day, leave the start date blank and specify the end date

Example 2: Show “From 2009 – Present”
For activities that started but have not yet completed, specify the start date and leave the end date blank

Example 3: Show a start and an end date "2009 - 2015"
For activities have definite start and end dates, specify the start date and the end date.
To create a record that shows both start and end dates:
1. Enter the date the activity began in the “Start Date.”
2. Enter the date the activity ended in the “End Date.”