



Overview

This Work Instruction provides detailed steps on how to enter or edit the date and time fields in the RSHQ Portal.

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Important notes

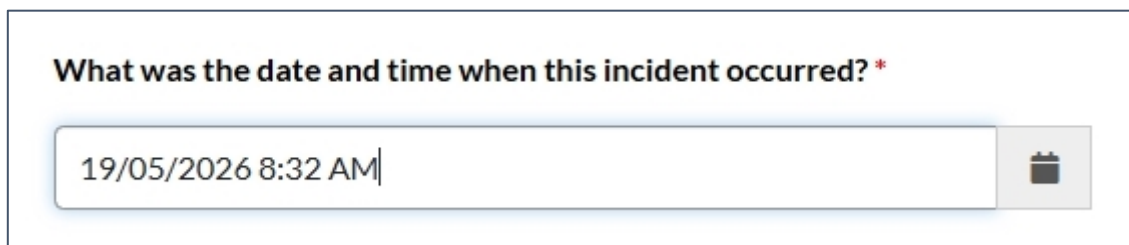
- Always double-check that the date and time are accurate.
- Ensure you follow the required format precisely to avoid errors.

Procedure

You have the option of manually typing or using the date and time icons to select the date and time.

Typing in the date and time

1. Type the date into the date field in the format DD/MM/YYYY.
2. Type the time into the time field in the format h:mm. Note that 'A' refers to AM and 'P' refers to PM, e.g. for "19 May 2026 at 8:32 AM", enter "19/05/2026" "8:32 AM".

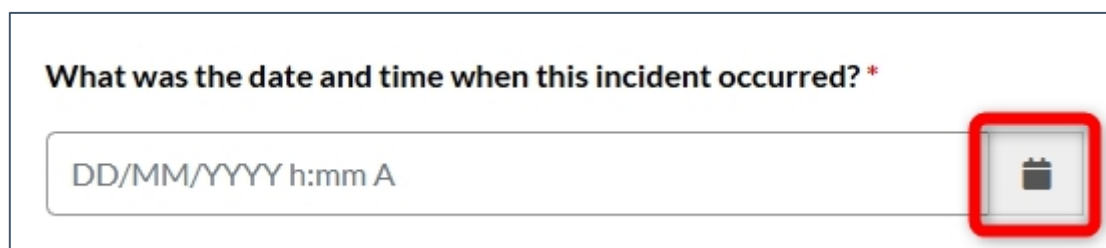


What was the date and time when this incident occurred? *

19/05/2026 8:32 AM

Using the date and time icons

1. Click on the calendar icon.



What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

Work Instruction

Entering and editing date and time fields

2. Click **Select time**.

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

< May 2026 >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Select time

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

3. Use the up and down arrows to set the hour and minutes.

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

Select date

08 : 32 AM

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

Work Instruction

Entering and editing date and time fields

- Click on the **AM** and **PM** to change.

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

Select date

08 : 32 AM

What was the date and time when this incident occurred? *

What was the date and time when this incident occurred? *

What was the date and time when this incident occurred? *

- Confirm the time selection by clicking **Select date**.

What was the date and time when this incident occurred? *

DD/MM/YYYY h:mm A

Select date

08 : 32 AM

What was the date and time when this incident occurred? *

What was the date and time when this incident occurred? *

What was the date and time when this incident occurred? *

- What was the date and time when this incident occurred? *
- DD/MM/YYYY h:mm A
- < May 2026 >
- | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
- Select time

- What was the date and time when this incident occurred? *
- DD/MM/YYYY h:mm A
- < April 2026 >
- | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
- Select time