BROWN

Author Tip | Format Dates (and Times)

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There are many ways a report author can format dates and times on a Cognos Analytics report. Sometimes you need to format a date in order to save space on a report.

Here are few examples of how you can apply different formats to the same date.

- January 1, 2019
- Jan 1, 2019
- 01/01/2019
- 1/1/19

Use the **Data Format*** property to format a date the way you want.

***NOTE**: This page focuses on formatting dates, but you can use the same **Data Format** property to also format times, currency, and other data.

Format Dates with the Data Format Property

1. On your report page, select the date object that you want to format.
2. In the **Properties** pane, under **Data**, click the **Data format** ellipses.
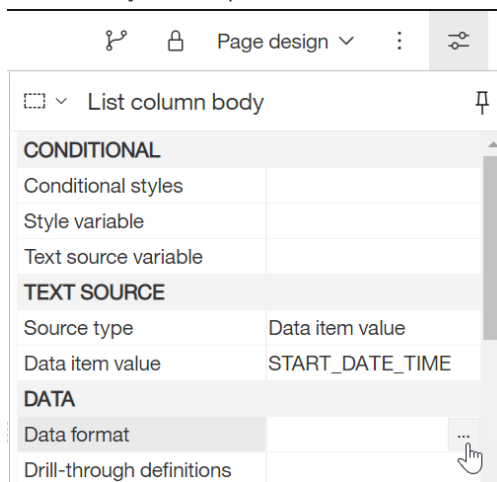
3. Use the table below and from the **Format type** drop-down list, select **Date**, **Time**, or **Date/Time** (depending on what you want to display).

Format type	Default format example
none selected	11/29/11 12:10 AM
Date	Nov 29, 2011
Date/Time	11/29/11 12:10 AM
Time	12:10:59 AM

4. In many cases, the default settings will serve your needs and no further action is needed. If you need to apply additional formatting to your data, proceed to the next section below.

Use the Date Style Property

The **Date style** property is available in the **Date** and **Date/Time** data formats.

Usually, selecting an option from the **Date style** drop-down list will achieve the formatting you want.

Date Style	Example
Short	11/29/11
Medium (default)	Nov 29, 2011
Long	November 29, 2011
Full	Tuesday, November 29, 2011

If the **Date style** property doesn't achieve the date format you want, proceed to the next section below.

Use the Pattern Property to Set Advanced Date Formatting

You can use the **Pattern** property to specify additional date formats.

When you define a pattern, the number of symbols you use affects how the data will appear. There are different rules for text and numbers.

Symbols

In the **Pattern** field, enter the symbols for the date format pattern you want. Separate the symbols by spaces and punctuation as you want it to appear. Refer to the following table for the most commonly used symbols.

Data format

Format type: Date

Properties:

Display weekdays	
Display days	
Calendar type	
Missing value characters	
Zero value characters	
"Not Applicable" characters	
Any error characters	
Security error characters	
Pattern	
Digit shaping	

Enter pattern format here

Pattern

Specifies a presentation format that is based on patterns. The pattern format overrides formats specified in other properties. For example, to format the date as 2012/12/31 23:59:59 PM, use the pattern yyyy/MM/dd hh:mm:ss aa. For example, to

OK   Cancel

To display...	Symbol	Example
day (text) in week	E	E, EE, or EEE produces Tue EEEE produces Tuesday
day in month	d	d produces 29
day in year	D	D produces 333
day number in week (1= first day)	e	e produces 2
month	M	MM produces 1 MM produces 01 MMM produces Jan MMMM produces January
week in year	w	w produces 49
year	y	yy produces 11 yyyy produces 2011

Text

You can specify to show full or abbreviated text.

Number of Symbols	Displays	Example
4 or more	full text	EEEE produces Monday
less than 4	abbreviated text	EEE produces Mon

Numbers

The number of symbols you use in a pattern sets the minimum number of digits that will appear on a report. Numbers that have fewer digits than you specify are zero-padded.

For example, if you specify **dd** for day of month, then the 6th of the month would appear as 06 on your report.

Text and Numbers

For values that can display as either text or numbers, such as months, you can specify which you want to appear. If you specify text, you can also specify if words are abbreviated.

Number of symbols	Displays	Example
3 or more	text	MMMM produces January MMM produces Jan
less than 3	numbers	MM produces 01 M produces 1

Pattern Examples

The following table shows some examples of symbol combinations you can enter in the **Pattern** field to produce certain results.

Pattern Example	Produces
MMM d	Nov 29
MM/d	11/29
EEEE, MMMM dd, yyyy	Tuesday, November 29, 2011
EEE, MMM d, yyyy hh:mm a	Tue, Nov 29, 2011 12:10 AM

Related:

• Date Formats and Functions (IBM)