# A Guide to Working with Date Banding Wizard

The Date Banding Wizard is an easy way to make a new virtual variable from a date.

Examples of the types of banded virtual variables you can create are:
- ➢ Banded quarters for two years until a given date
- ➢ Fifty-two weekly bands ending today

- To begin, simply drag the date variable you wish to use as a source from the System Explorer onto the field below.

    - o Following an example, you have been tasked to understand which contracts are coming for renewals. In System Explorer, on the left hand side find Contract Start Date and drop in the field below.
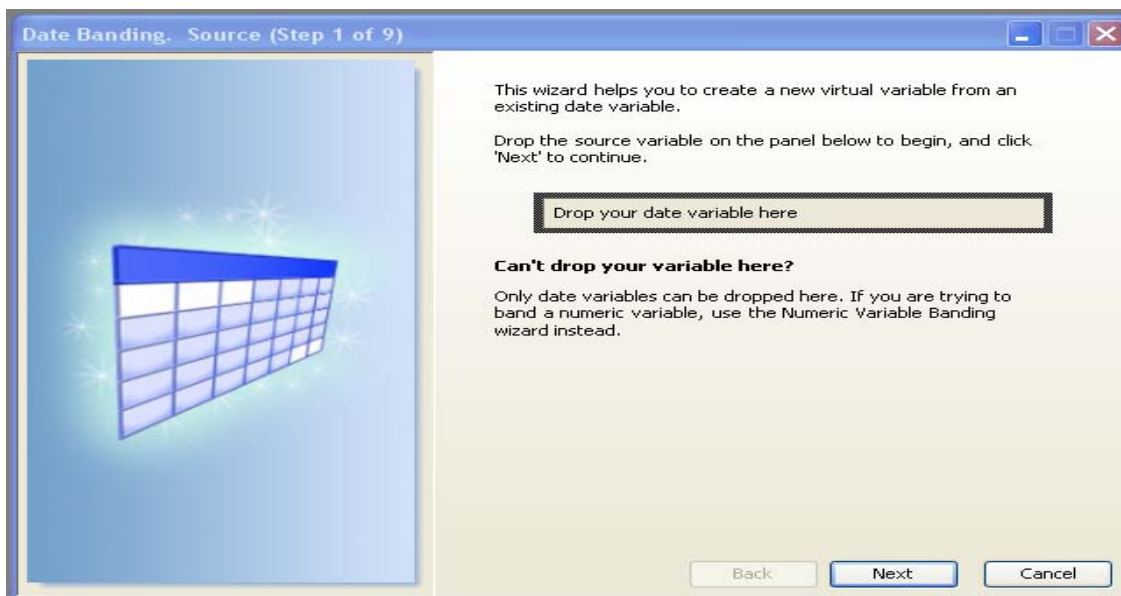
- Next you need to specify a reference date for this date banding. The reference date is the last day of the time periods you are making. For example, if you are making a new variable which is the twelve months of 2005, the reference date would be 31st December 2005.

- You can select to use today's date (as a default); a calendar is provided to choose the custom date. Each band will then proceed backwards from this date. For example, imagine you select Today's Date and the time period is set to Month. If the date today is August 24, 2005, then the first code will hold all dates from August 24, 2005 to July 25, 2005, and so on.

- Next you can define which types of time periods you wish to use, and how many. Choose a time period from the drop down list. Then choose the number of periods to create.

  - For example, if you are making a new variable which is the twelve months of 2005, you would choose Month as the time period and choose to create twelve of them.

- As with most wizards, it is possible to limit the records that are affected. This is not always required, there fore skipping this section means that all records are updated.
- Drag a selection of the records you wish to effect onto the panel. If no selection is chosen, the whole universe will be used.
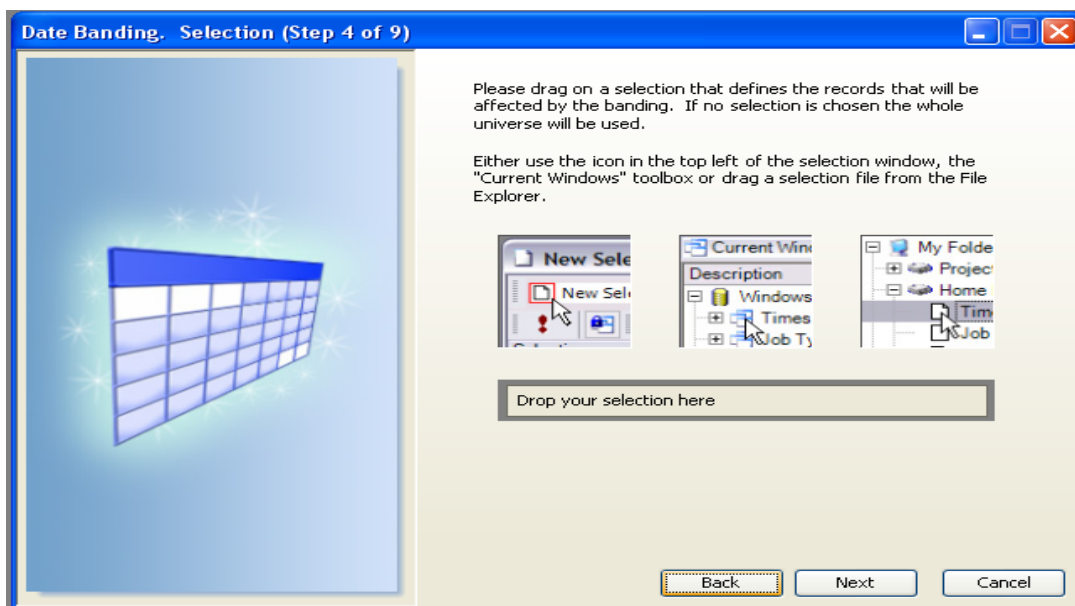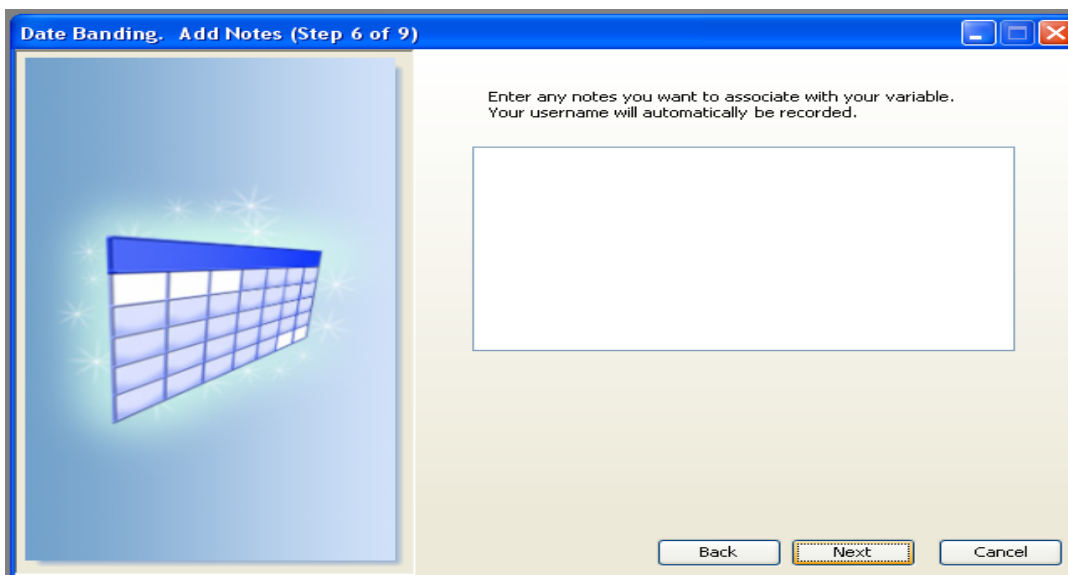

- Select the folder where you want the new variable to be created. If you click Next, then the default is to save the new variable in the Others folder
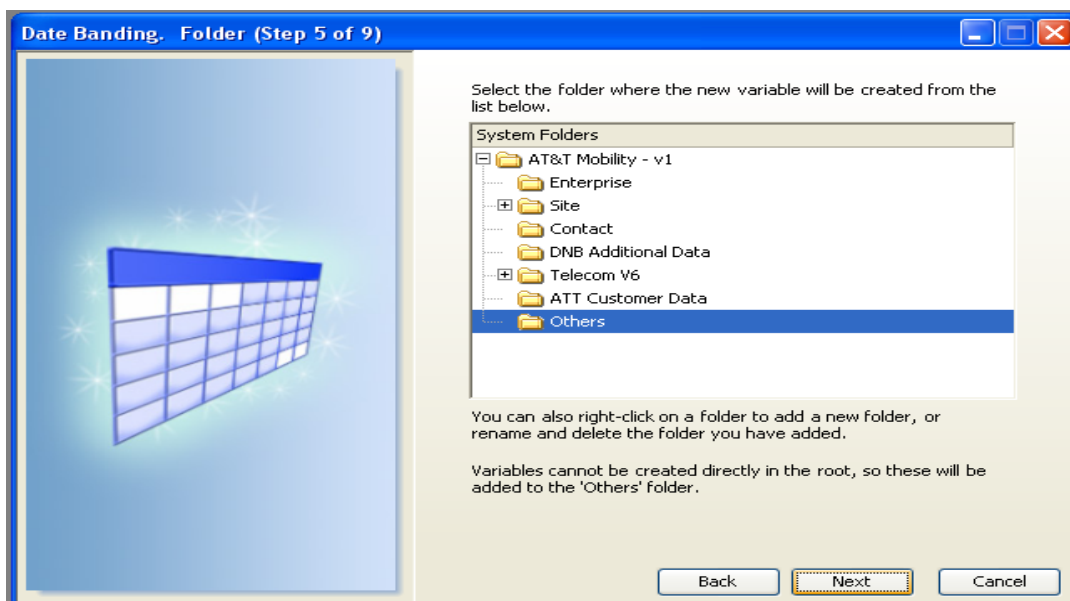
- You can then choose to add notes to your variable. These notes can be viewed later by right-clicking on the variable once it is in the System Explorer.


- Last step of the wizard is to create the variable. You need to enter a Description for your new variable. OR you can choose to overwrite an existing virtual variable with these values. Drag the variable to be overwritten onto the panel below. Click Next.
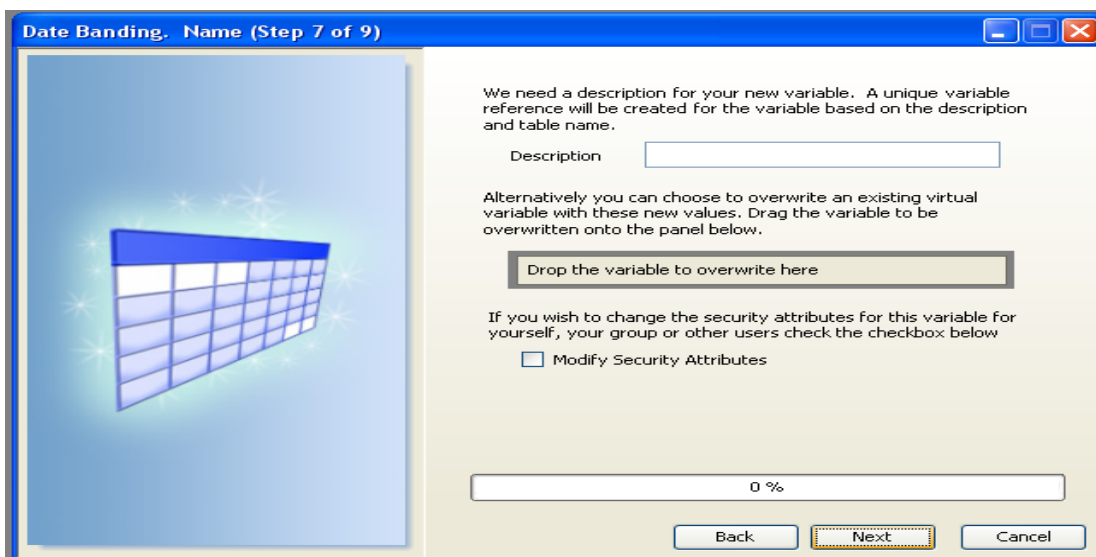
- When you reach this step, the actions required by this wizard have been performed. The new variable has been added in the System Explorers, in this example, under the others folder. Simply click Finish.
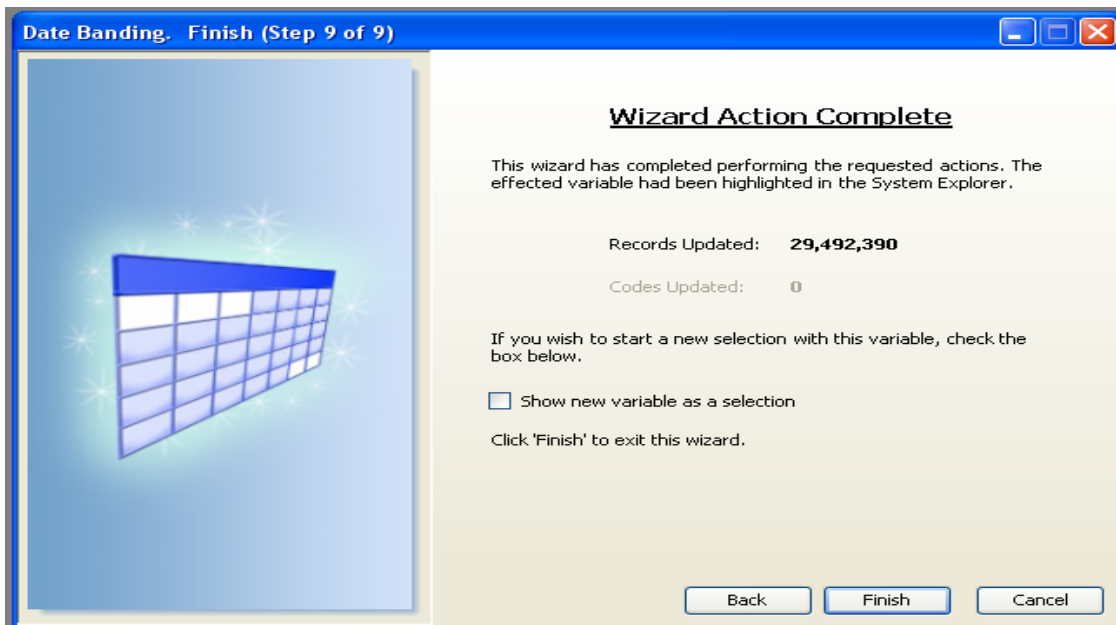
- Your Virtual Variable is displayed on the left hand side in the System Explorer