

# How to Create a Date and Time Question

The **Date and Time** question is helpful in situations when you want to get back to the survey takers at their convenience. You can prompt them to provide their preferred date and time for further communication or feedback.

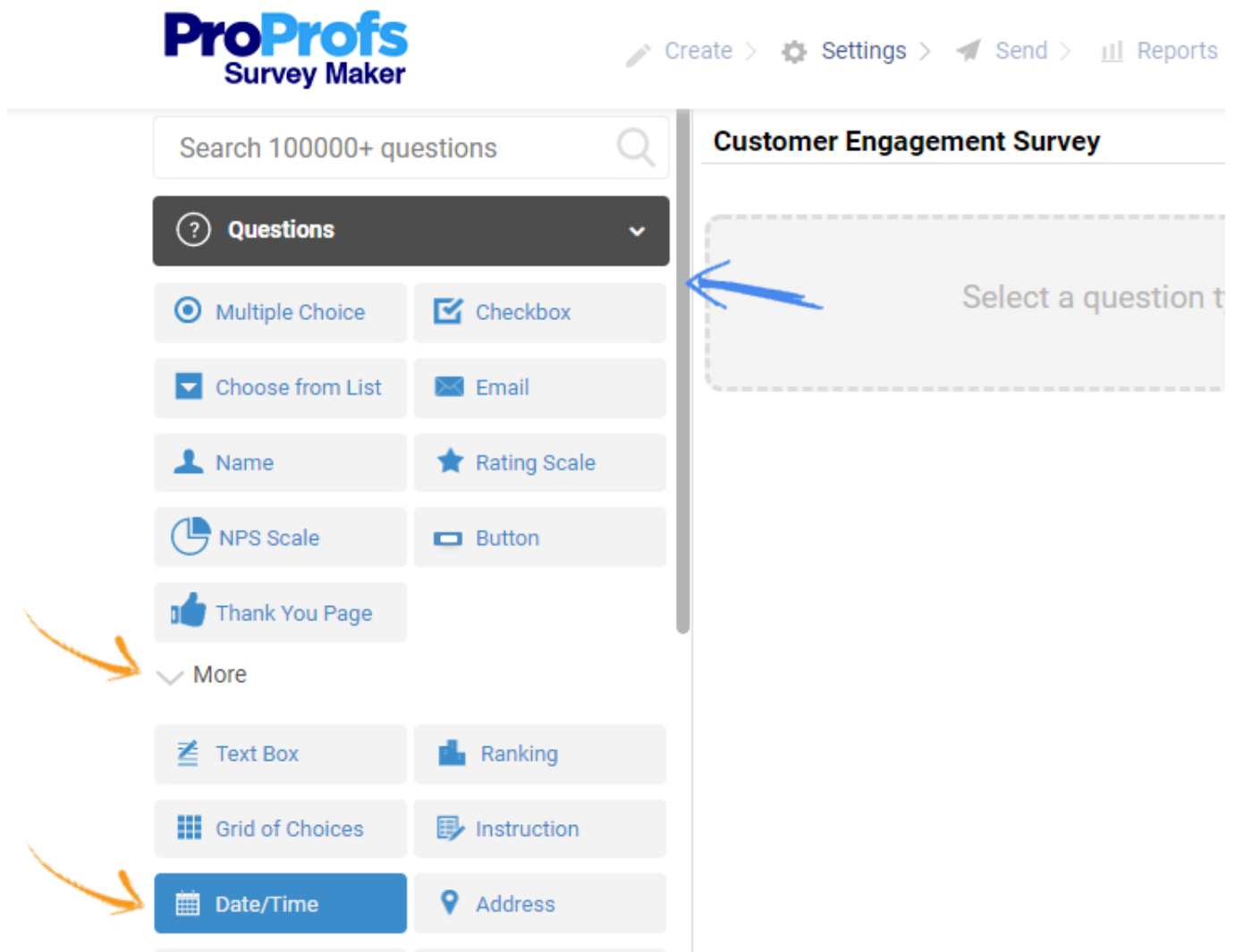
Below is an example of a Date and Time question in a survey:

**Let us know when we can get back to you. Select the date and time of your convenience:**

	Hours	Minutes	AM/PM
mm/dd/yy 	01 ▼	00 ▼	AM ▼

Here's how you can create a Date and Time question:

**Step 1:** On the Manage Survey editor, go to **Questions >> More >> Date/Time**.




The screenshot shows the ProProfs Survey Maker interface. At the top, there is a navigation bar with the ProProfs logo and links for 'Create', 'Settings', 'Send', and 'Reports'. Below the navigation bar is a search bar labeled 'Search 100000+ questions'. A dropdown menu is open, showing various question types: 'Multiple Choice', 'Checkbox', 'Choose from List', 'Email', 'Name', 'Rating Scale', 'NPS Scale', 'Button', 'Thank You Page', 'More', 'Text Box', 'Ranking', 'Grid of Choices', 'Instruction', 'Date/Time', and 'Address'. The 'Date/Time' option is highlighted in blue. An orange arrow points to the 'More' dropdown, and another orange arrow points to the 'Date/Time' option. On the right side, a preview of a 'Customer Engagement Survey' is shown, with a dashed box and the text 'Select a question t' and a blue arrow pointing to the 'Date/Time' option in the question type list.

**Step 2:** Customize the question by:

1. Entering the question.
2. Setting the parameters for date and time.
3. Making it a required question if it's necessary. If not, you can choose to hide it from the survey takers. Once done, save. Your Date/Time question is ready.

1 — Type question here

2 — mm/dd/yy  Hours: 01 Minutes: 00 AM/PM: AM Both Date and Time

3 — Required: ON OFF Hidden: ON OFF ?