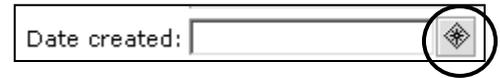![INFOhio - OHIO'S PreK-12 DIGITAL LIBRARY]

Using the Date Gadget

Whenever you need to enter a date in a Sirsi or INFOhio report, always use the gadget.

There are 2 options for selecting a date.

1. The first option lets you select a specific date or date range.

    a. Click on one of the qualifier buttons (On, Before, etc.)

    b. Click the gadget by Use data for this date.

    c. Use the arrows to select the month and year.

    d. Click on the specific date you wish.
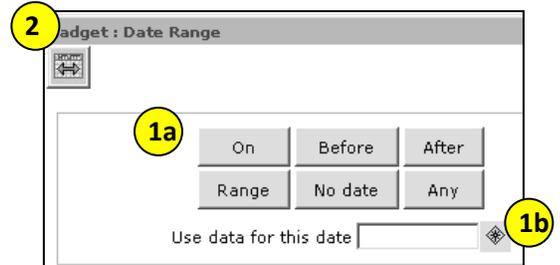
2. The second option lets you select a period of time. To access this gadget, click on the icon in the upper left corner of the Date Range gadget. This is useful for reports that you run regularly.
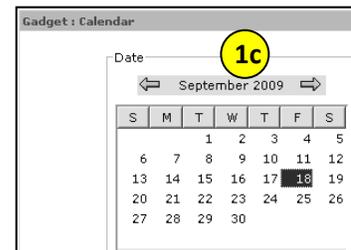
    a. Select a Start date

        i. Since the beginning of the system will include everything since your school started using Sirsi.

        ii. The date this report will be run will include only activities from today.

        iii. Before and After let you specify a number of days, weeks, or months.

    b. Select an End date

        i. Most of the time, the default, The date this report will be run, will meet your needs. The other options are available though.

3. The calendar icon in the upper left corner will toggle to the specific date screen.

4. Click OK when done.