

What's due soon?—Relative dates

November 9th, 2020

Miss Honey is ready to run a *Coming Due Items Notice* report for books due next week. But... what if she wants to schedule it to run every week? Sending out notices for items that were due from November 15th–21st won't be helpful in the future. Luckily, you can use date ranges or *relative dates*.

The screenshot shows the Alexandria Reports interface. On the left is a 'Categories' sidebar with options like All Reports, Patrons, Titles, Copies, Inventory, Collection Analysis, Circulation, Information, Charges and Payments, Notices, Holds, Reservations, ILL, Statistics, Periodicals, and System. The main area has tabs for 'Quick' and 'Saved' reports. Under 'Reports', a list includes 'Coming Due Items Notice', 'Damaged Items Notice', 'In-Stock Hold Notice', 'Lost Items Charge Notice', 'Needed for Reservation Notice', 'Overdue Items and Unpaid Charges Notice', and 'Overdue Items Notice'. The 'Coming Due Items Notice' report is selected, and the 'Options' tab is active. The instructions state: 'Use this report to generate a notice for items coming due in the near future. Include loaned items and temporary items for:'. The configuration fields are: 'Patrons at Site' (AMS - Adams Middle School), 'Patrons with a Status of' (Active), 'Patrons with Items Due' (Next 1 Week), 'Patrons with a Policy of' (Any Policy), 'Patrons from' (Location), 'Patrons in Grade' (From/Through), and 'Circulation Group Code'. The 'Date Range' dropdown is circled in red, and the 'Relative Date' option is selected. At the bottom, there are buttons for 'Show Additional Selections', 'Create Saved Report', and 'Run'.

When inputting dates in Alexandria reports, you have the choice between two types:

- **Date Range:** The time in between two specified dates (i.e. 11/15/20–11/21/20).
- **Relative Date:** A generalized time period, such as a week or a month, rather than specific dates.

You can use the little dropdown to the right of a selection involving dates to switch between Date Range to Relative Date.

In Miss Honey's case, she'd use a Relative Date combination of "Next 1 Week" for the **Patrons with Items Due** selection. Then, once scheduled, only notices that are relevant to the following week will go out!

✓ In v6, you can use [Adaptive Dates](#) for similar purposes.

i Still on version 6? [Learn about switching to Alexandria 7!](#)

The image's data is missing.