

# What date format do I use?

Tip for: 10.09.17

There are a lot of places to enter dates in Alexandria. Report selections, patron birthdates, etc. In the past, you may have entered dates in different formats and weren't sure what Alexandria would accept or if it would throw back an error. In version 7, as of 7.16.3, all date fields have shadow text, or help text, that shows the format that Alexandria likes.

That format is, by default, **MM/DD/YYYY** \*, e.g. 12/23/2006.

You will see this prompt in places such as Patron Management Birthdate, and date selections in Reports, Utilities, and Exports. When it is a range, you'll notice the text sometimes prompts 'From' and 'Through'.

In version 6, you won't see the date prompts, but if you always enter dates as mm/dd/yyyy you should be fine!

That said, you don't have to include leading zeros. E.g. 5/9/1999 is perfectly acceptable. Alexandria understands!

*\*This can be changed in Preferences > Localization.*

See also: [Relative Dates](#)