

Calendar Tool Guide

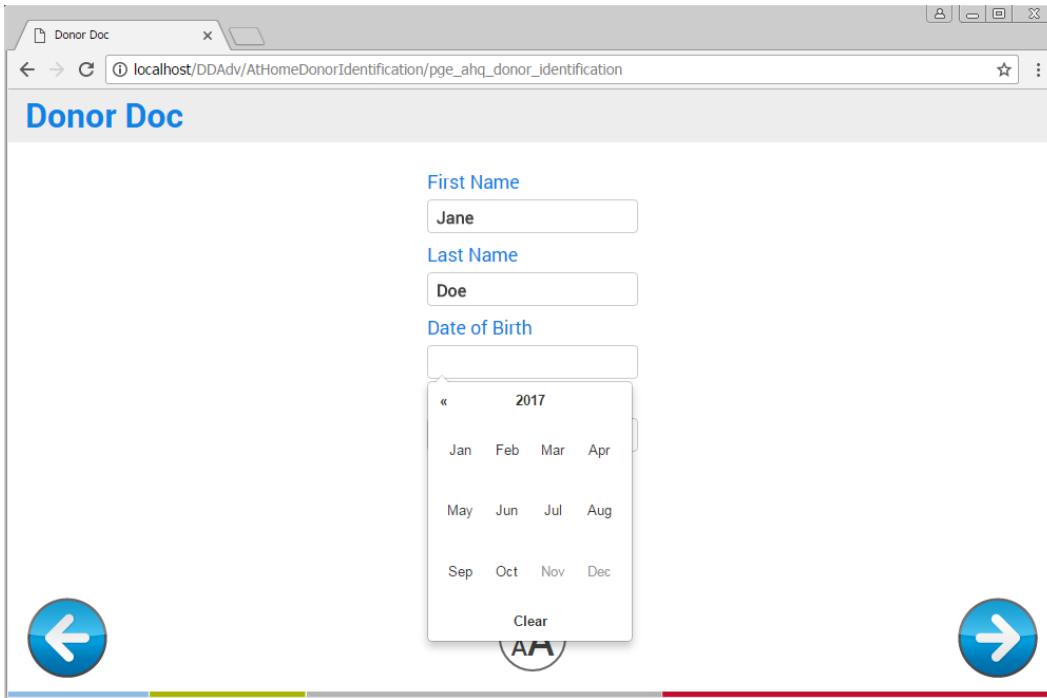
The following steps are design to inform you of how to enter your date of birth using the Calendar Tool in Fast Lane. If additional assistance is needed, please contact a Donor Services staff member at (504) 524-1322, Monday – Friday, between 8:00 a.m. and 4:00 p.m. If assistance is needed outside of the days or times indicated, please complete your online questionnaire during the days and times that our Donor Services staff members are available, or allow our staff to conduct your medical history interview at the donation site.

- 1) After entering your first and last name as it appears on legal documentation, click on the **Date of Birth** field.
 - The Calendar Tool will appear.
- 2) Click on the **month and year** located in the Calendar header.
 - The year will appear.

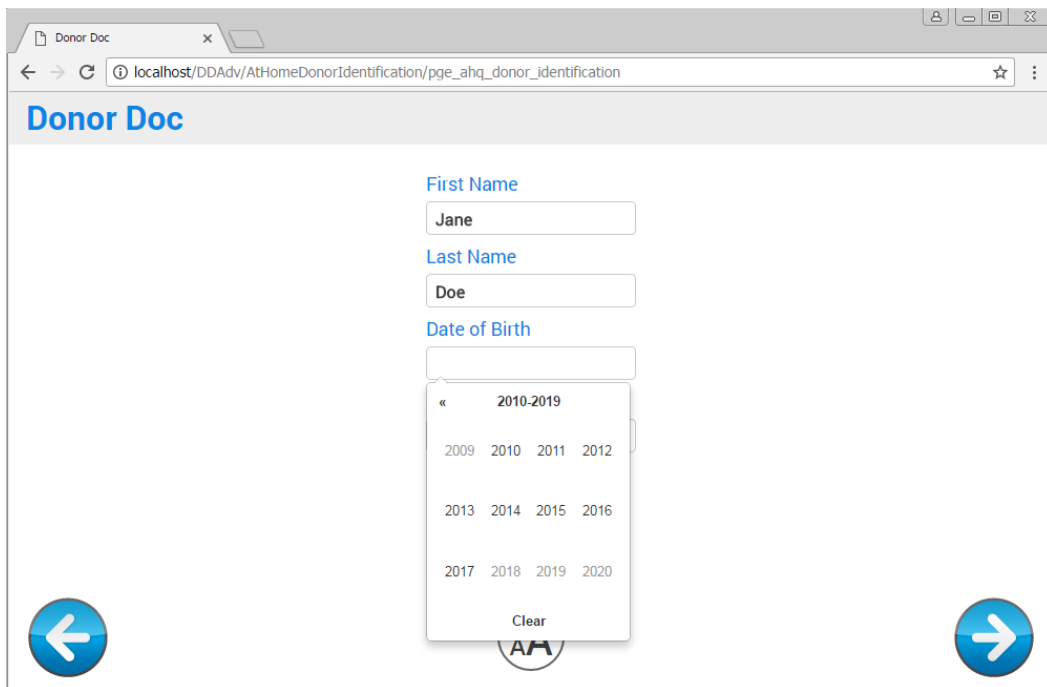
A screenshot of a web browser window displaying the 'Donor Doc' application. The browser's address bar shows 'localhost/DDAdv/AtHomeDonorIdentification/page_ahq_donor_identification'. The page has a header 'Donor Doc' in blue. Below the header, there are three input fields: 'First Name' with 'Jane', 'Last Name' with 'Doe', and 'Date of Birth'. The 'Date of Birth' field is active, and a calendar pop-up is displayed over it. The calendar is for 'October 2017' and shows days from 1 to 31. The 31st is highlighted in yellow. There are navigation arrows on the left and right sides of the calendar, and a 'Clear' button at the bottom.

3) Click on the **year**.

- A range of years will appear.

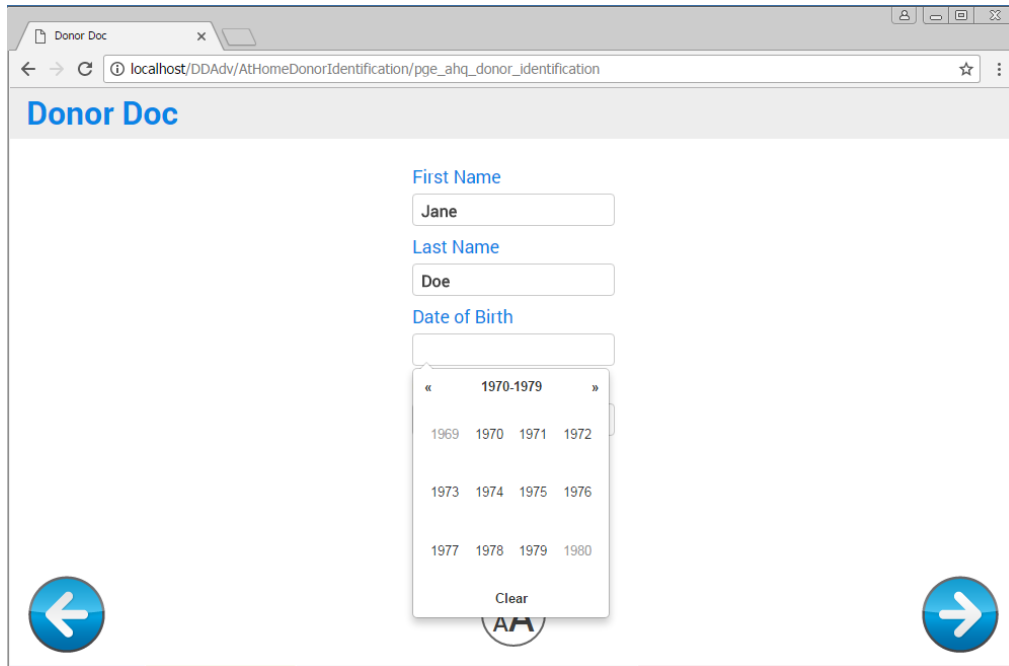


4) Click on the **left arrow** until the range appears that consists of your year of birth.



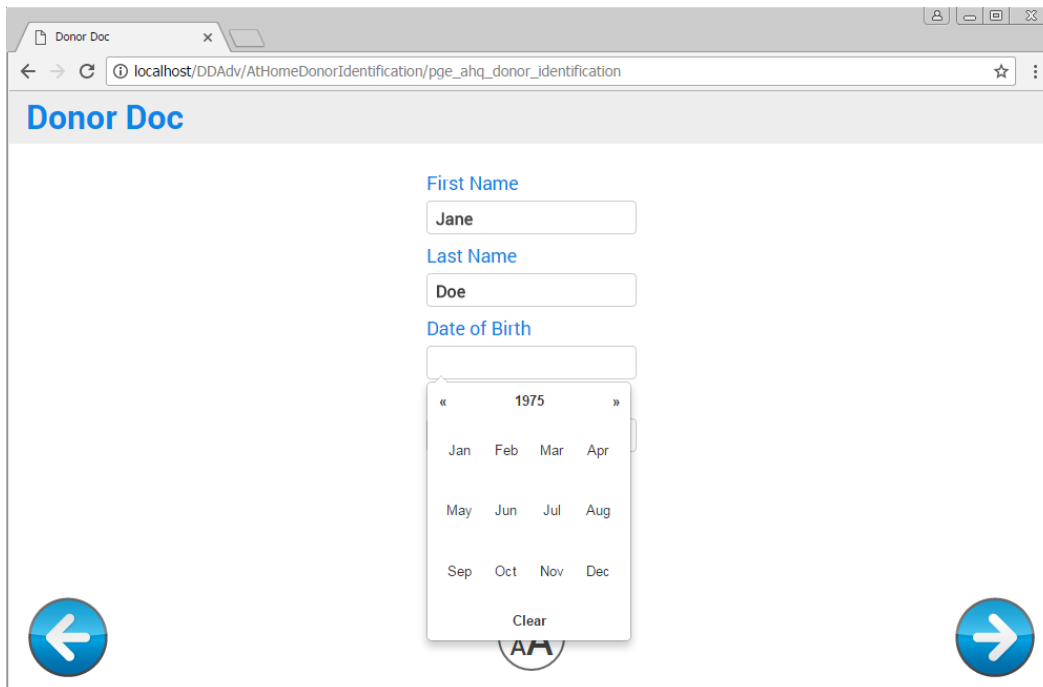
5) Click on **your year of birth.**

- Your year of birth will appear in the Calendar header.

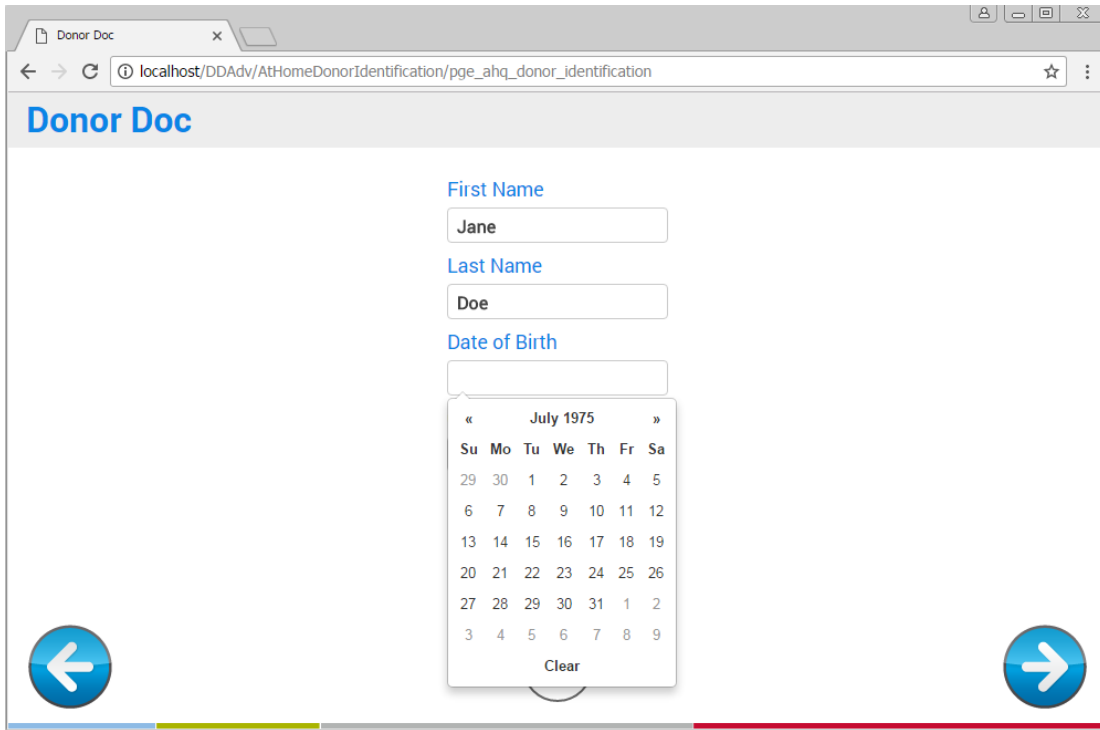


6) Click on **your month of birth.**

- Your month and year of birth will appear in the Calendar header.



7) Click on **your date of birth.**



8) Your date of birth will display in the **Date of Birth** field.

