

Filtering Reports

1 To filter your reports, click "FILTER"

The screenshot shows a user interface for managing reports. At the top right, there is a blue header bar with a "WHAT'S NEW" button and a download icon. Below this, there are "IMPORT" and "CREATE REPORT" buttons. A circular filter icon with a downward arrow and a refresh symbol is positioned above the table. The table has three columns: "Created", "Updated", and "Exported", each with a dropdown arrow. The data rows are as follows:

Created	Updated	Exported	
30-May-2024	30-May-2024	Never Exported	
30-May-2024	30-May-2024	Never Exported	
29-May-2024	29-May-2024	29-May-2024	
29-May-2024	29-May-2024	Never Exported	

2 You can select a date range the reports were created.

The screenshot shows a report management interface. At the top, there is a blue header with a 'WHAT'S NEW' button and a download icon. Below the header, there are 'IMPORT' and '+ CREATE REPORT' buttons. The main area contains a table of reports and a 'Filters' sidebar on the right. The table has columns for 'Updated', 'Exported', and a download icon. The 'Filters' sidebar has sections for 'Created', 'Last Exported', 'Status', and 'Updated'. The 'Created' filter is highlighted with a blue circle.

Updated	Exported	
30-May-2024	Never Exported	
30-May-2024	Never Exported	
29-May-2024	29-May-2024	
29-May-2024	Never Exported	
22-May-2024	Never Exported	

Filters

Created
|dd/mm/yyyy - dd/mm/yyyy

Last Exported
dd/mm/yyyy - dd/mm/yyyy

Status
All

Updated
dd/mm/yyyy - dd/mm/yyyy

3 You can also filter to the date a report was last exported.

The screenshot shows the same report management interface as above. In this view, the 'Last Exported' filter in the sidebar is highlighted with a blue circle. The table of reports is identical to the previous screenshot.

Updated	Exported	
30-May-2024	Never Exported	
30-May-2024	Never Exported	
29-May-2024	29-May-2024	
29-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	

Filters

Created
07/05/2024 - 15/05/2024

Last Exported
|dd/mm/yyyy - dd/mm/yyyy

Status
All

Updated
dd/mm/yyyy - dd/mm/yyyy

Visible to
All

4 You can filter by report status.

30-May-2024	Never Exported	
30-May-2024	Never Exported	
29-May-2024	29-May-2024	
29-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	

07/05/2024 - 15/05/2024 ×

Last Exported
07/05/2024 - 15/05/2024 ×

Status

All ▲

- All
- Ready to export
- Incomplete

Visible to

All ▼

CLEAR ALL

APPLY

5 You can filter by private or public reports

29-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	Never Exported	
22-May-2024	22-May-2024	

20 Rows ▼ 1

Ready to export ▼

Updated
dd/mm/yyyy - dd/mm/yyyy

Visible to

All ▲

- All
- Only Me
- Everyone

6 To apply your filters, click "APPLY"

The screenshot shows a filter panel on the right side of a table. The table header area shows '20 Rows' and a '1' in a blue box. The filter panel includes a dropdown menu for 'Ready to export', an 'Updated' field with a calendar icon and the placeholder 'dd/mm/yyyy - dd/mm/yyyy', and a 'Visible to' dropdown menu set to 'Only Me'. Below these fields are two buttons: a grey 'CLEAR ALL' button and a blue 'APPLY' button. The 'APPLY' button is highlighted with a blue circle.

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7 To reset your filters, click " CLEAR ALL"

The screenshot shows the same filter panel as in step 6. The 'APPLY' button is now greyed out, and the 'CLEAR ALL' button is highlighted with a blue circle. The rest of the interface, including the table header and filter fields, remains the same.

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