

# Change the date range

On the top right of the page, you can change the date range <sup>1</sup> by pressing on the calendar icon, selecting a “Start” and “End date” and pressing “Apply”.

The screenshot shows a software interface with a dark blue header bar containing navigation icons and user information. Below the header, there are tabs for 'OVERVIEW', 'ISSUE MANAGEMENT', and 'WORK ORDERS'. A date range filter is highlighted with a red circle and the number '1', showing '7-2022-07-14'. Below this, there is a table with columns for 'Needs Attention', 'Ref number', 'Date', 'Name', 'Status', 'Priority', 'Tag', 'Assignee', 'Due Date', 'Client', 'Site', and 'Branch Office'. The table contains three rows of data. At the bottom, there is a pagination bar showing '50 items per page' and '1 of 1 pages (3 items)'.

Needs Attention	Ref number	Date	Name	Status	Priority	Tag	Assignee	Due Date	Client	Site	Branch Office
Yes	201	2022-07-14 11:50:40	Please check t...	Open		Aborted					New York Branch
No	200	2022-07-14 11:48:52	Check the peri...	Open	Medium	Assigned	Michael Scott				New York Branch
No	199	2022-07-14 11:38:28	Spillage and it...	In Progress	Low	Working	Michael Scott	2022-07-14 12:30:00			New York Branch