

# 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”.

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7-2022-07-14

PDF Export

Excel Export

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 perli...	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

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