

Change the date range

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

The screenshot displays 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 selector is located in the top right corner, showing '2022-07-07 - 2022-07-14' with a calendar icon and a red circle labeled '1' pointing to it. Below the selector, there are options for 'PDF Export' and 'Excel Export'. A table with the following columns is visible: Ref number, Date, Type, Status, Severity, Priority, Due Date, Client, Site, CheckPoint, Reported By, and Branch Office. The table contains four rows of data. At the bottom, there is a pagination control showing '50' items per page and '1 of 1 pages (4 items)'.

Ref number	Date	Type	Status	Severity	Priority	Due Date	Client	Site	CheckPoint	Reported By	Branch Office
381510	2022-07-14 11:41:29	Litter found	Closed							Ellis Grey	New York Branch
381509	2022-07-14 11:30:23	PANIC	Open							Ellis Grey	New York Branch
381508	2022-07-14 11:30:16	Litter found	In Progress	Moderate		2022-07-14 12:45:00				Ellis Grey	New York Branch
381507	2022-07-14 11:29:24	Broken Window	Open							Ellis Grey	New York Branch