

# 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 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 highlighted with a red circle and the number '1', showing the range '2022-07-07 - 2022-07-14' with a calendar icon. Below this, there is a table with columns for '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