

# Relative Dates in Filters

The user can filter information in his view based on a date range relative to his current system date. He can enter a text expression describing the relative date that wants to display using the format:

**<Keyword>**

**+/- <Number>**

**Keyword** -> the time span you want to use (DAY, WEEK, MONTH, QUARTER, SEMI AND YEAR)

**+ or -** -> indicates whether the time span occurs before or after the chosen date

**Number** -> indicates the number of the time spans you want to include in the filter

Creating a relative date filter:

- Create a filter based on a Date field.
- In the filter's first text entry box, enter an expression describing the relative date you want to display
- In the filter's second text entry box, enter the date you want to base your filter on.