

Date Filtering

Standard Report

Date filters in the Standard Report are easier than ever! The date filter is available right at the top of the report! Simply click the **All Time** dropdown menu located just below the report title.

The screenshot shows the 'Q1 Customer Report' interface. At the top, there is a date filter dropdown menu currently set to 'All Time'. A red arrow points to this dropdown. Below the dropdown is a calendar view for August, September, and October 2017. The calendar for August 2017 is visible, with the date 29 highlighted. To the right of the calendar is a list of pre-built filter options: Today, Yesterday, Last 7 Days, Last Week (Mo-Su), Month to Date, Previous Month, Year to Date, All Time, and Relative Date Range. At the bottom right of the calendar area are 'Cancel' and 'Apply' buttons.

Filter by a Specific Date Range

Use the calendars to select a specific date range.

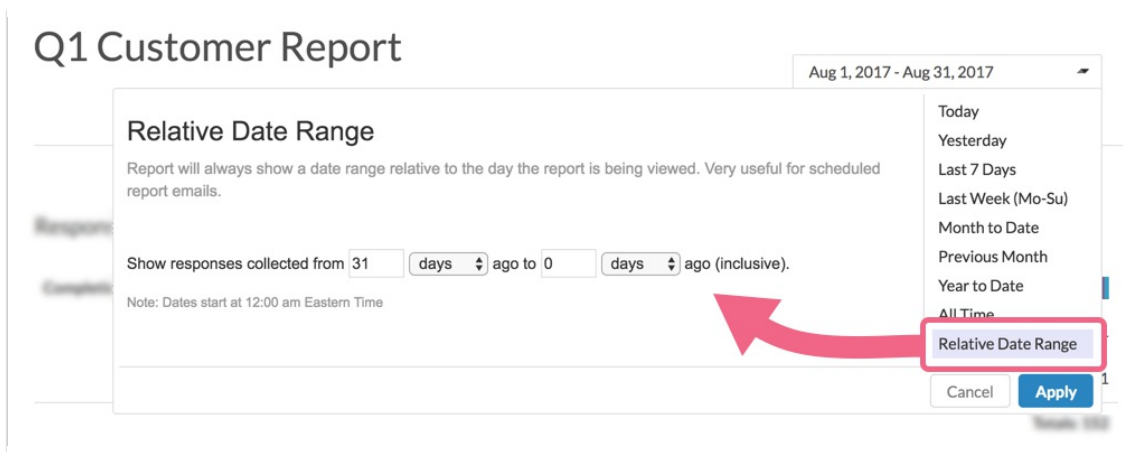
The screenshot shows the 'Q1 Customer Report' interface with a green banner at the top indicating a filter is applied. The banner text reads: 'This report is filtered' and 'Only show: Response Submitted between August 1, 2017 and August 31, 2017 (inclusive)'. A red arrow points to this banner. On the right side of the banner is a 'View conditions' button. Below the banner, the report title 'Q1 Customer Report' is visible. Below the title is a date filter dropdown menu set to 'Aug 1, 2017 - Aug 31, 2017'. To the right of the dropdown are 'Report Options' and 'Bulk Edit' buttons. At the bottom right is an 'Insert' button.

Use Pre-Built Options to Filter By Common Relative Ranges

Our pre-built filter options (**Yesterday**, **Last 7 Days**, **Last Week (Mo-Su)**, **Month to Date**, **Previous Month**, **Year to Date**) are some of the most common date filters. What's great about these filters is that they're all relative to the current point in time. This means a report with a **Yesterday** filter, each day it is viewed will show you yesterday's data. Pair these filters with our [schedule options for reports](#) for really powerful data sharing!

Custom Relative Date Range

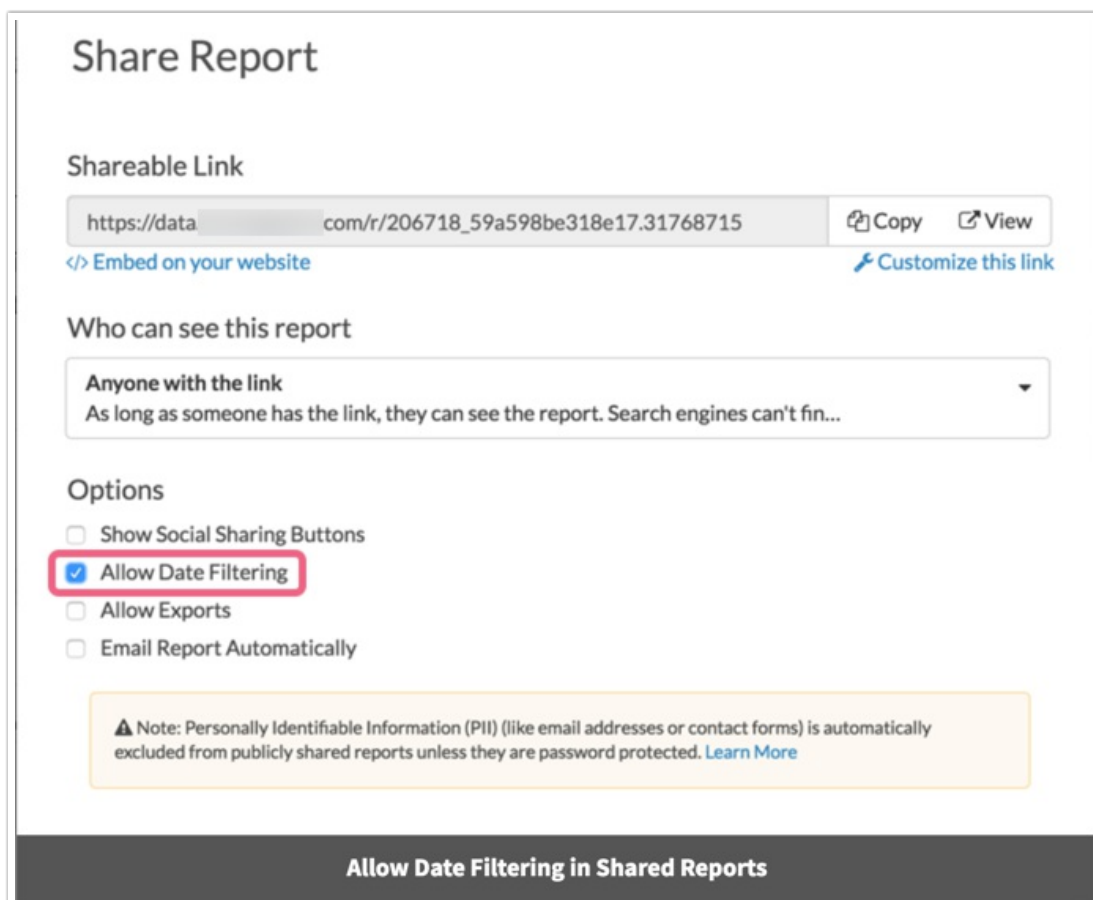
If you need a relative date filter outside of our pre-built filters, select the option for the **Relative Date Range** to set this up. Pair this with our [schedule options for reports](#) for really powerful data sharing!



Both the specific date range options and the pre-built filters will filter based on the [time zone specified in your account settings](#).

Allow Report Viewers to Filter Your Report by Date

As a part of the Share options for the Standard Report, you can check the option to Allow Date Filtering. This will allow your report reviewers (even those that do not have a SurveyGizmo login) to filter the report by date!

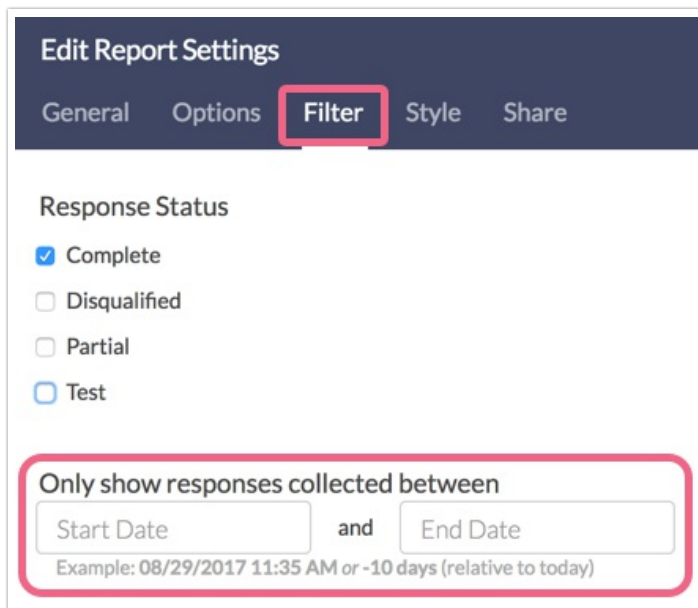


Legacy Summary Reports, Other Reports, and Exports

SurveyGizmo gives you the ability to filter your [Reports](#) and [Exports](#) using a number of different parameters such as response status, an answer to a specific question, or IP address.

One of the most flexible filtering options is the **Date Filter** which allows you to specify a time-frame for the responses that you want to be displayed in your Report or Export.

To access the date filtering options, open an existing Report or Export (or create a new one) and navigate to **Customize Report > Filter**.



The screenshot shows the 'Edit Report Settings' interface. At the top, there are tabs for 'General', 'Options', 'Filter', 'Style', and 'Share'. The 'Filter' tab is selected and highlighted with a red box. Below the tabs, there is a section for 'Response Status' with four radio button options: 'Complete' (checked), 'Disqualified', 'Partial', and 'Test'. Below this, there is a section for the date filter, which is also highlighted with a red box. It contains the text 'Only show responses collected between' followed by two input fields: 'Start Date' and 'End Date', separated by the word 'and'. Below the input fields, there is an example: 'Example: 08/29/2017 11:35 AM or -10 days (relative to today)'.

The date filter contains two fields **Start Date** and **End Date**. Think of these as bookends for your data. The data that falls in between these bookends is the data that will be displayed in your Report or Export.

Note: Neither the Start Date nor the End Date are required fields. It is perfectly okay to have a Start Date with no End Date and vice-versa.

Set up Date Filter

Filtering reports by a specific date range is a popular application of filters. You could set your report to filter by a specific range such as 12/1/2013 through 12/31/2013 (which would give you data between those dates).

You can also filter by a specific frequency of time such as -1 week, or -1 month. This means whenever you re-run your data, it would give you the latest week or month of data.

To set up your date filter, enter a **Start Date**, **End Date**, or both in the available fields. Please see below for valid data formats for these fields.

Valid Date Formats for Filtering

- 4/10/2014
- 04/10/2014
- 4/10/2014 2:14 pm
- 4/10/2014 2:14 pm MST (yes, you can specify a time zone)

- 4/10/2014 23:59
- 10 April 2014
- +/-1 weeks, days, hours, minutes
- next/last Monday
- now
- yesterday/today

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