

Relative Date Filters

Create filters to show a date period that updates depending on when you open the view. For example, create dynamic filters to only show this week, year to date, the past few days, and so on. Relative date filters minimize the time spent updating workbooks and make it easier to create lasting views that you can publish and share.

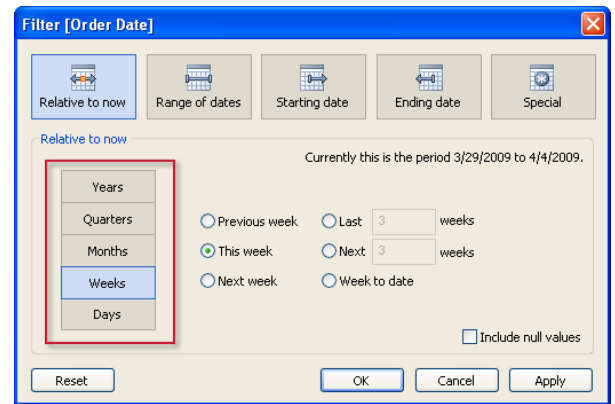
1 Drag a Date Field to the Filter Shelf

Drag a field from the Data window to the Filter shelf and select Relative to Now in the Filter Field dialog box.



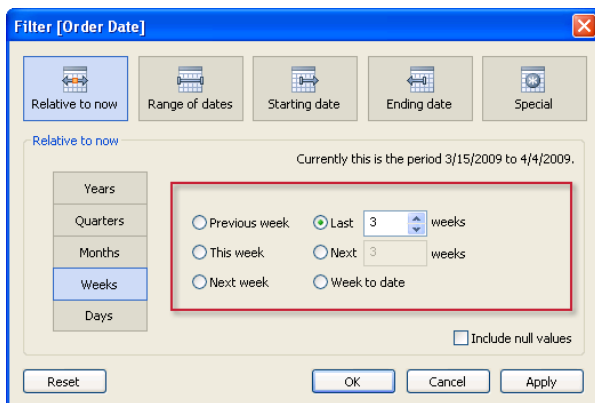
2 Select a Time Unit

Select the unit of time you want to filter by. For example, to filter to only show the last 3 weeks select Weeks.



3 Define the Date Period

Select an option on the right to define the date period. Select from a variety of options including current, previous, next. When finished, click **OK**.



Date periods include the current unit of time. For example, selecting Last 2 Quarters will include the current quarter and the previous quarter. Use the preview in the upper right to check your filter settings.

4 Watch the View Update

The filter will now update depending on the current date. For example, a filter for This Week will always show the current Week even when you come back to the view months later.

