



Date Filtering



Version Control

Date	Version	Change Summary	Created By
27/09/2021	1.0	New Guide Created	Neil Trueman

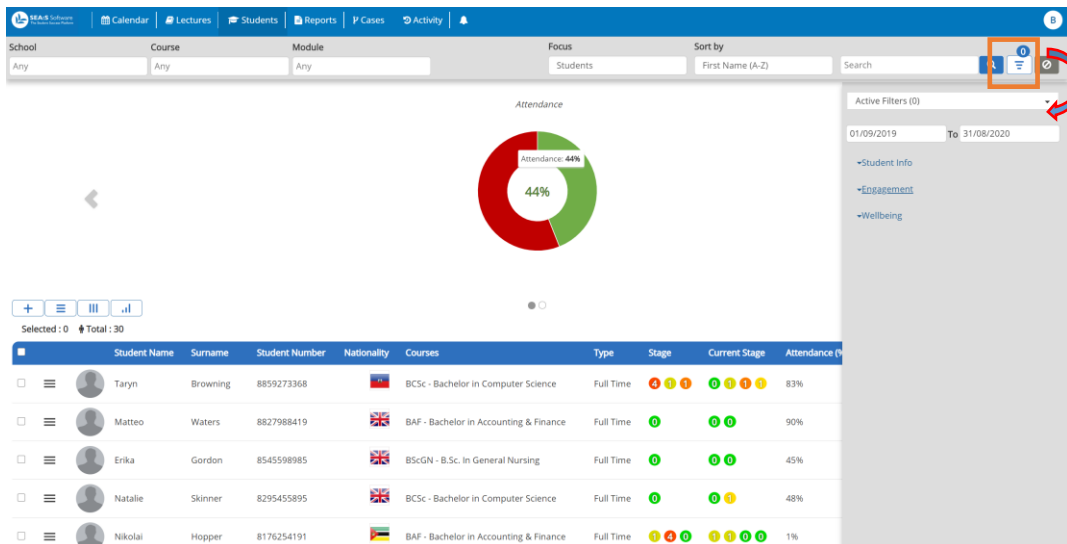


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Date Filtering

Clicking on the Filter button, provides access to additional filtering options including date adjustment.



The screenshot shows the SEAtS Software interface. At the top, there are navigation tabs for Calendar, Lectures, Students, Reports, Cases, and Activity. Below this is a search and filter area with fields for School, Course, Module, Focus, and Sort by. A red box highlights the filter icon in the top right corner. A red arrow points from this icon to the Active Filters panel on the right side of the screen. The Active Filters panel shows a date range from 01/09/2019 to 31/08/2020. Below the filters, there is a table of students with columns for Student Name, Surname, Student Number, Nationality, Courses, Type, Stage, Current Stage, and Attendance. A donut chart above the table shows an attendance rate of 44%.

Date Range Adjusting

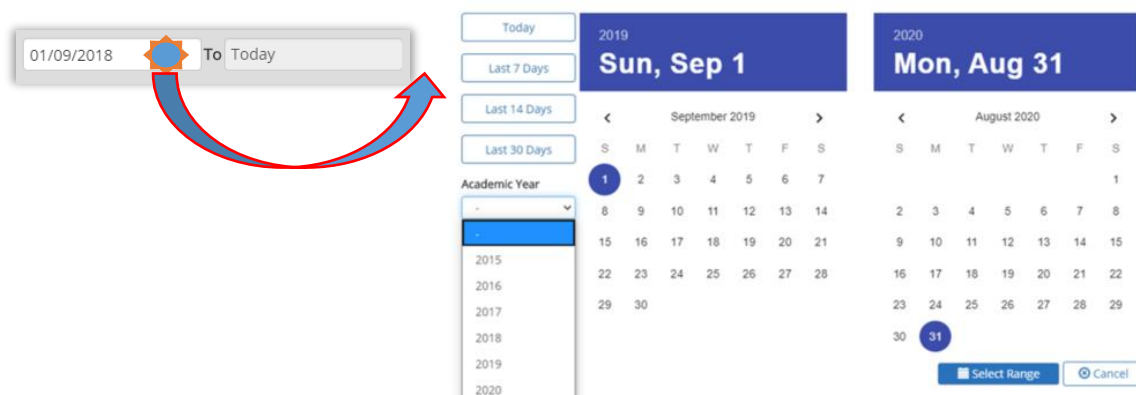
The Date Range filter is not part of the Active Filters section and may be adjusted by clicking on the from or to date field.

A new modal will display where you can make various adjustments to the date range including academic year. The default on initial login (never used the system) is 'today's' date. On adjusting, will save date range in your browser settings being available the next time you log in. **Note:** You may have to adjust your date settings as part of any updates that occur.

If the date range selected is within an academic year start and end dates then the academic year value will be set automatically for that academic year. If the date range selected spans multiple academic years, no academic year value will be set.

If a date button such as 'Today' or 'Last N Days' is selected the academic year will default to the current academic year. With no academic year set, students across all academic years are available to be returned if they fit the context of the date range and filter combinations.

On selection of date ranges, the system will immediately refresh results within the main view.



The screenshot shows the Date Range Adjusting modal. At the top, there is a date range field showing '01/09/2018' to 'Today'. Below this are buttons for 'Today', 'Last 7 Days', 'Last 14 Days', and 'Last 30 Days'. There is also an 'Academic Year' dropdown menu showing years from 2015 to 2020. Two calendars are displayed: one for September 2019 and one for August 2020. The 'Today' button is highlighted with a red arrow pointing to the date range field.