


# Create filters with date-based wildcards activities

## Activity questions

1. How would you build the filter rule if you wanted issues that have a due date of yesterday or today?
2. How would you build the filter rule to find projects that were due last week?
3. The following filter rules are part of a task report you use regularly. What type of results would you get from this report?

### New Filter



Set Filter Rules for your Report

Only show me Tasks in which the...

Task » Percent Complete

Less Than

100

×

AND

▼

Assignment Users » ID

Equal

\$\$USER.ID

×

AND

▼

Task » Planned Completion Date

Less Than Equal

\$\$TODAY

📅

×

+

Add another Filter Rule

## Answers

1. Filter on the issue planned completion date between \$\$TODAY-1d and \$\$TODAY.
2. Filter on the project planned complete date between \$\$TODAYb-1w and \$\$TODAYe-1w.
3. This report finds tasks assigned to you that aren't yet finished (in other words, have a percent complete less than 100), and that are overdue or due today. The filter rule for the planned completion date of the tasks says to look at tasks that have a due date that is equal to or before today's date.