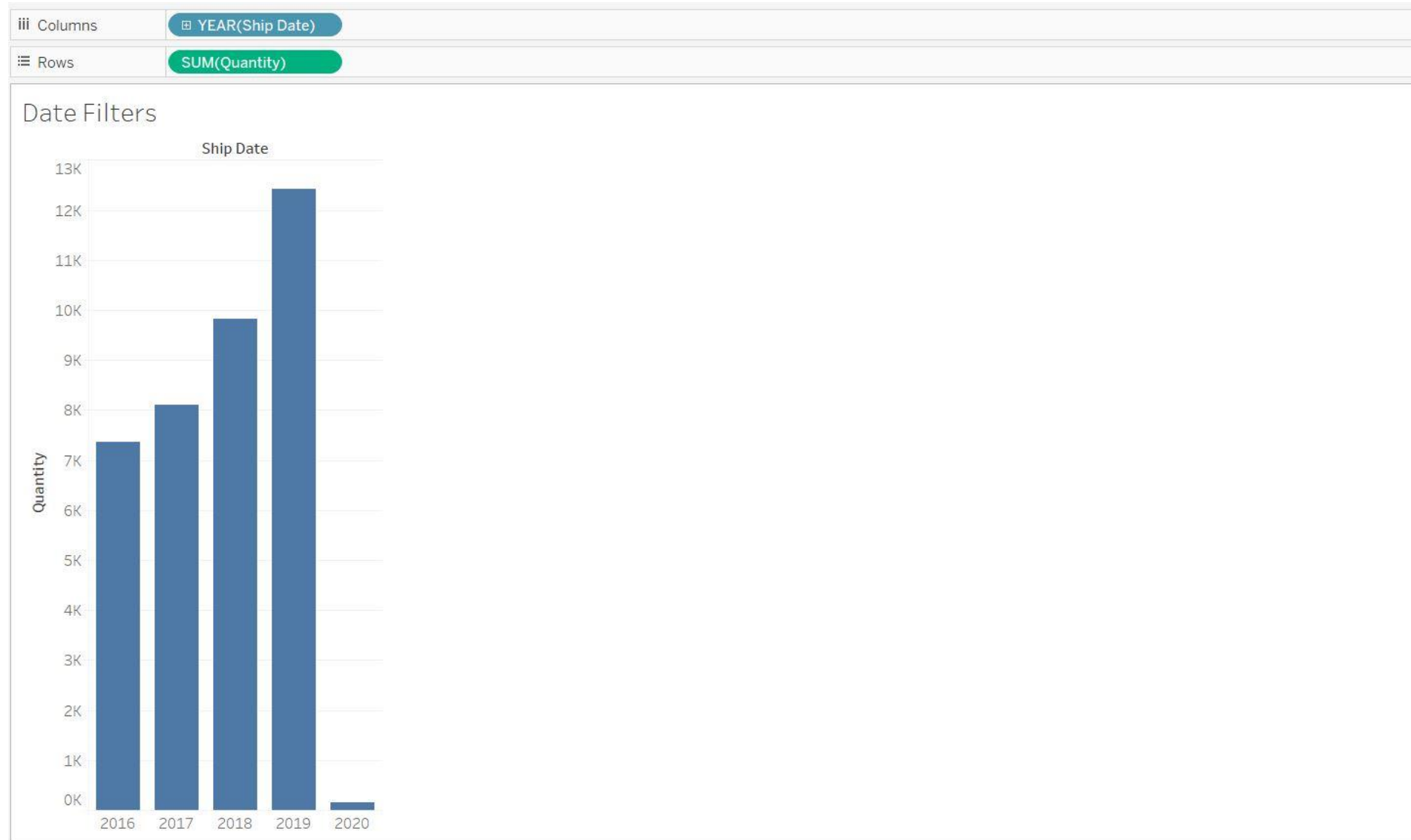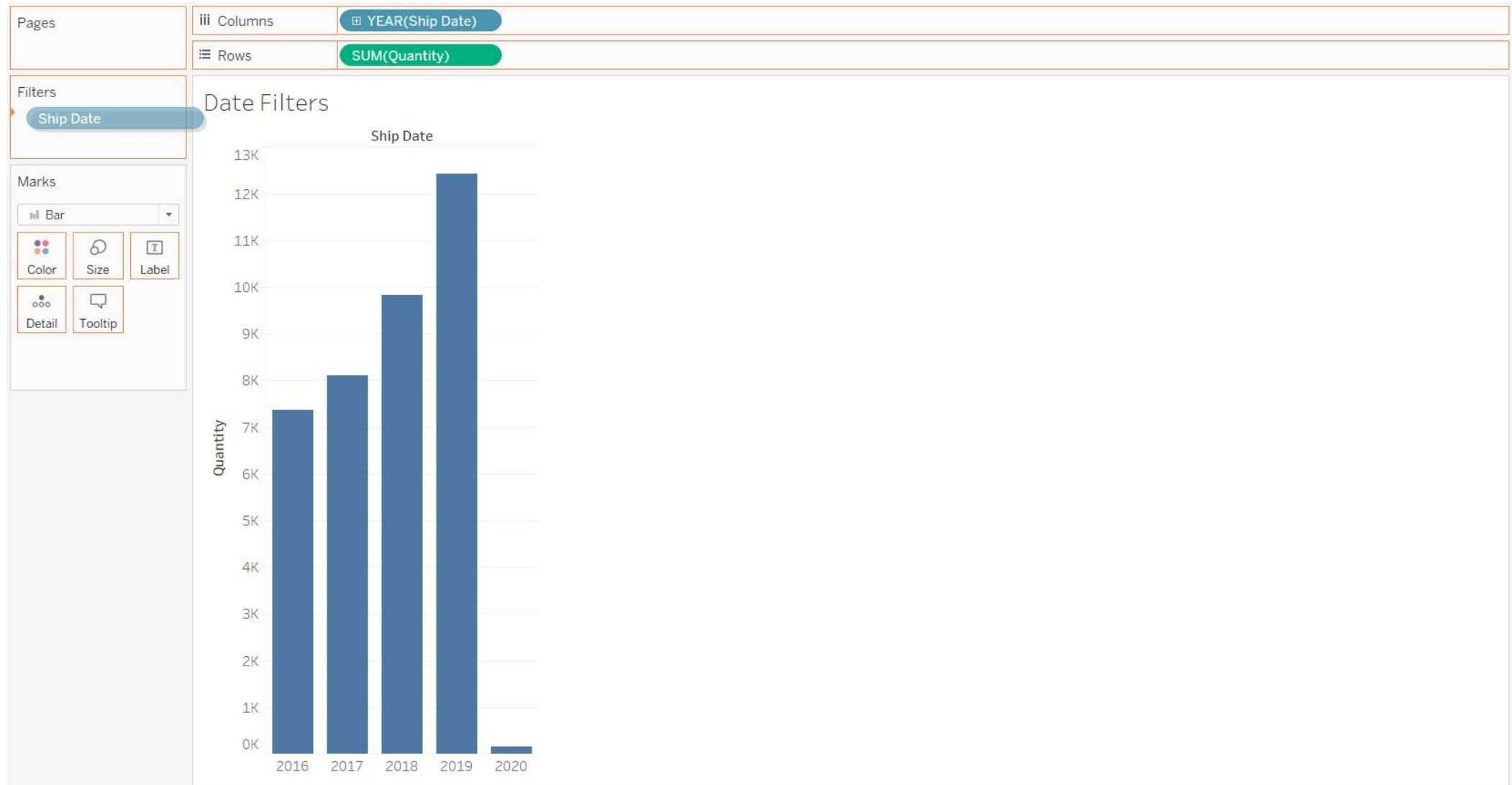# HOW TO ADD A DATE FILTER

STEP 1: Assume that we have a Bar Chart view of Quantity Vs Ship Date

HOW TO ADD A DATE FILTER

STEP 2: Drag and drop the **Ship Date** to the Filters shelf

HOW TO ADD A DATE FILTER

STEP 3: Filter **Field [Ship Date]** dialog box will appear
Ensure that **Relative Date** option is selected
Click **Next**

HOW TO ADD A DATE FILTER

STEP 4: Filter [Ship Date] dialog box will appear
Click **Relative dates**

HOW TO ADD A DATE FILTER

STEP 5: There are many options to choose from under **Relative dates** section
For e.g., Click **Years**

HOW TO ADD A DATE FILTER

STEP 6: Select **Last** and use the up and down option to select the required years e.g.: **5**
Click **OK**

HOW TO ADD A DATE FILTER

STEP 7: The view is updated based on the Date Filter settings
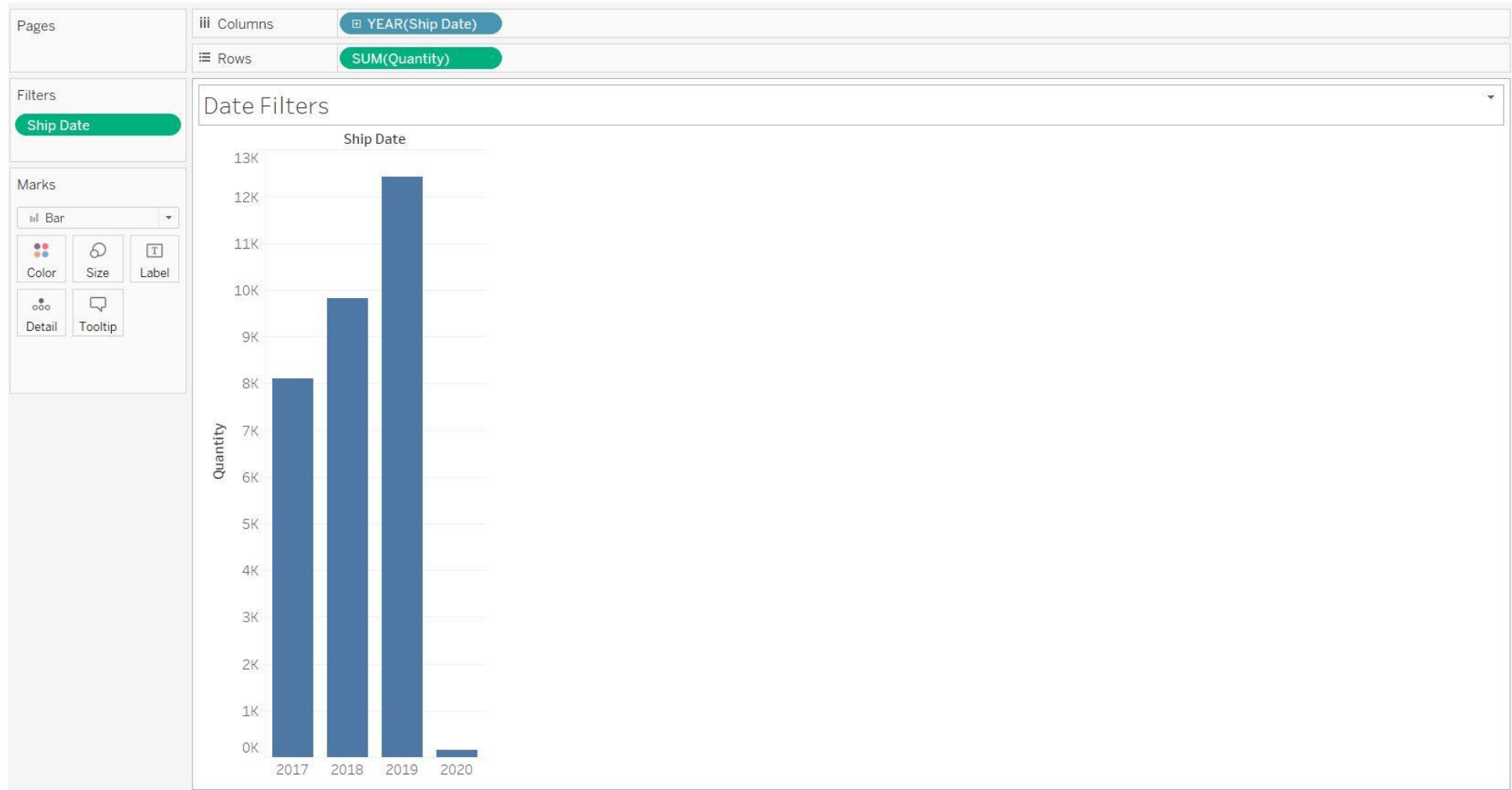
HOW TO ADD A DATE FILTER

STEP 8: Right-click **Ship Date** and select **Edit Filter**

HOW TO ADD A DATE FILTER

STEP 9: Filter [Ship Date] dialog box will appear

HOW TO ADD A DATE FILTER

STEP 10: If required we can change the Anchor to relative date
The default Anchor date will be Today (i.e., date the workbook
is being accessed)
Click the **Anchor relative to** option and enter the required date
e.g.: 28-08-2019
Click **OK**

HOW TO ADD A DATE FILTER

STEP 11: The view is updated based on the new Date Filter
settings i.e., we see all 5 years in the data source from 2019
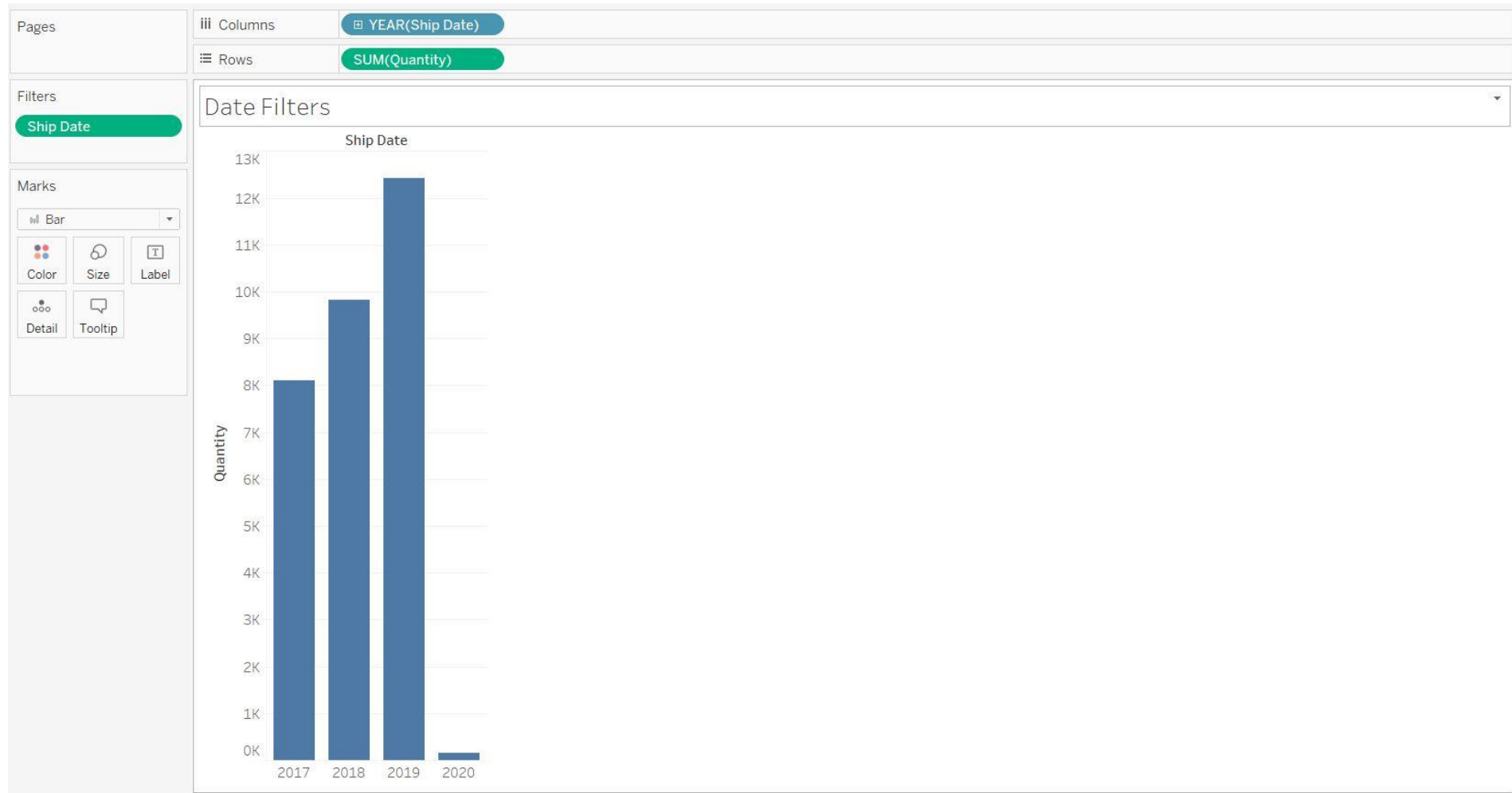
HOW TO ADD A DATE FILTER

STEP 12: Right-click **Ship Date** in the Filters shelf and select **Show Filter**
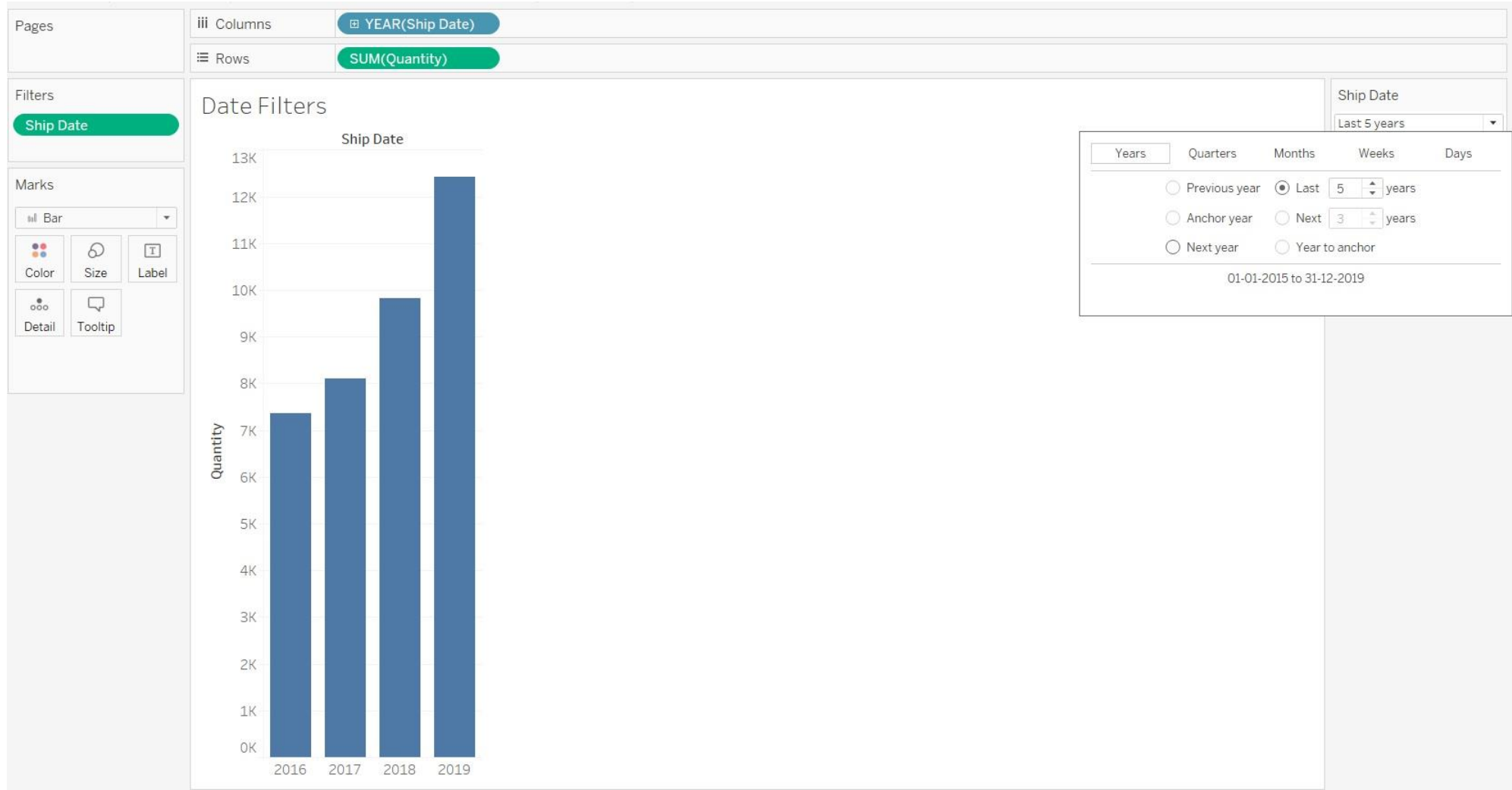
HOW TO ADD A DATE FILTER

STEP 13: **Ship Date** Filter must be visible on Top Right side of the view
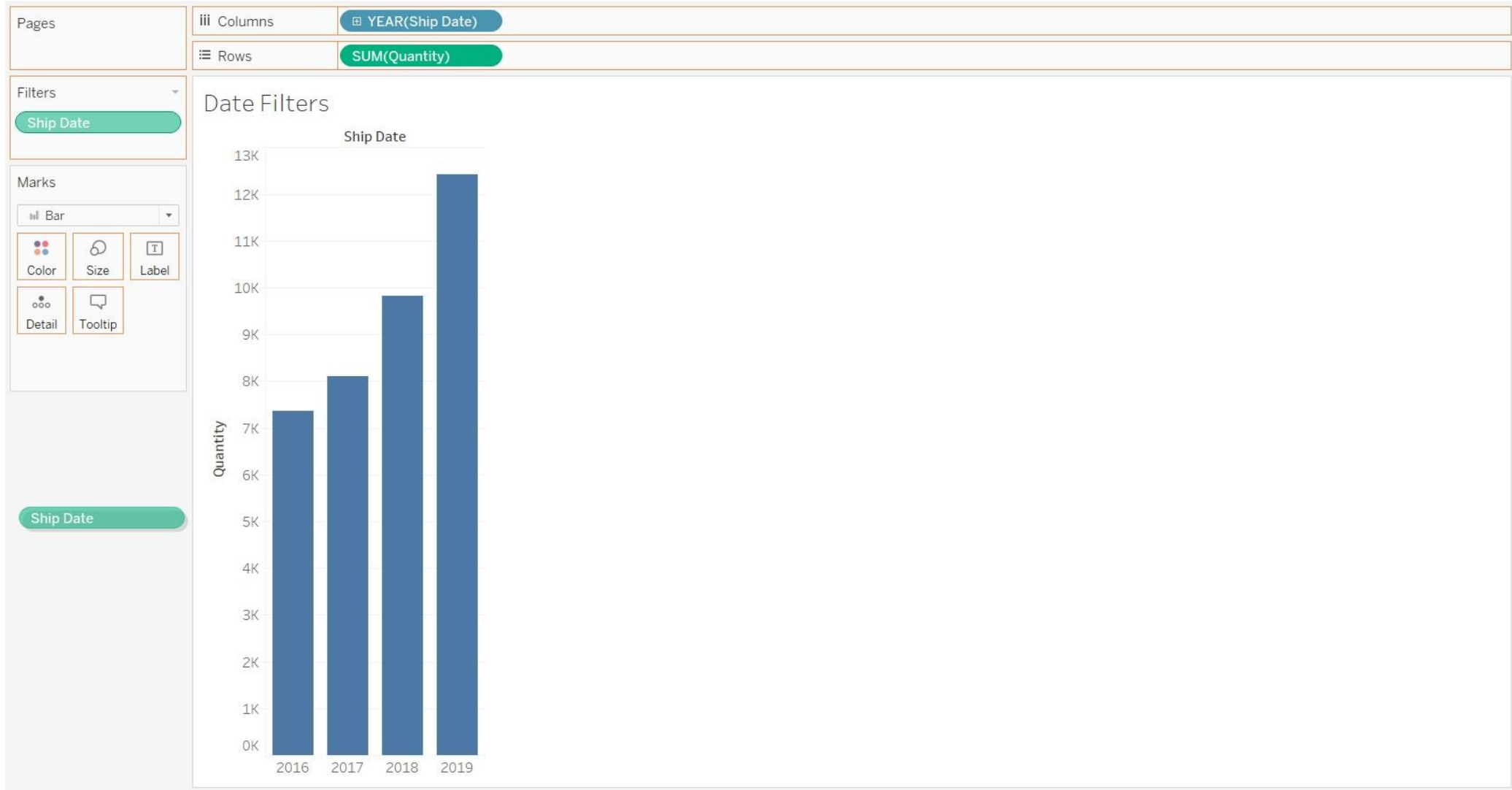
HOW TO ADD A DATE FILTER

STEP 14: If required we can edit the filter options by clicking on the drop-down of the filter

HOW TO ADD A DATE FILTER

STEP 15: Remove the **Ship Date** from the Filters shelf

HOW TO ADD A DATE FILTER

STEP 16: Drag and drop the **Ship Date** to the Filters shelf

HOW TO ADD A DATE FILTER

STEP 17: Select the required discrete date part e.g.: **Months**
          Click **Next**

HOW TO ADD A DATE FILTER

STEP 18: Select the required months e.g.: April, May and June
Click **OK**

HOW TO ADD A DATE FILTER

STEP 19: The view is updated based on the new Date Filter settings
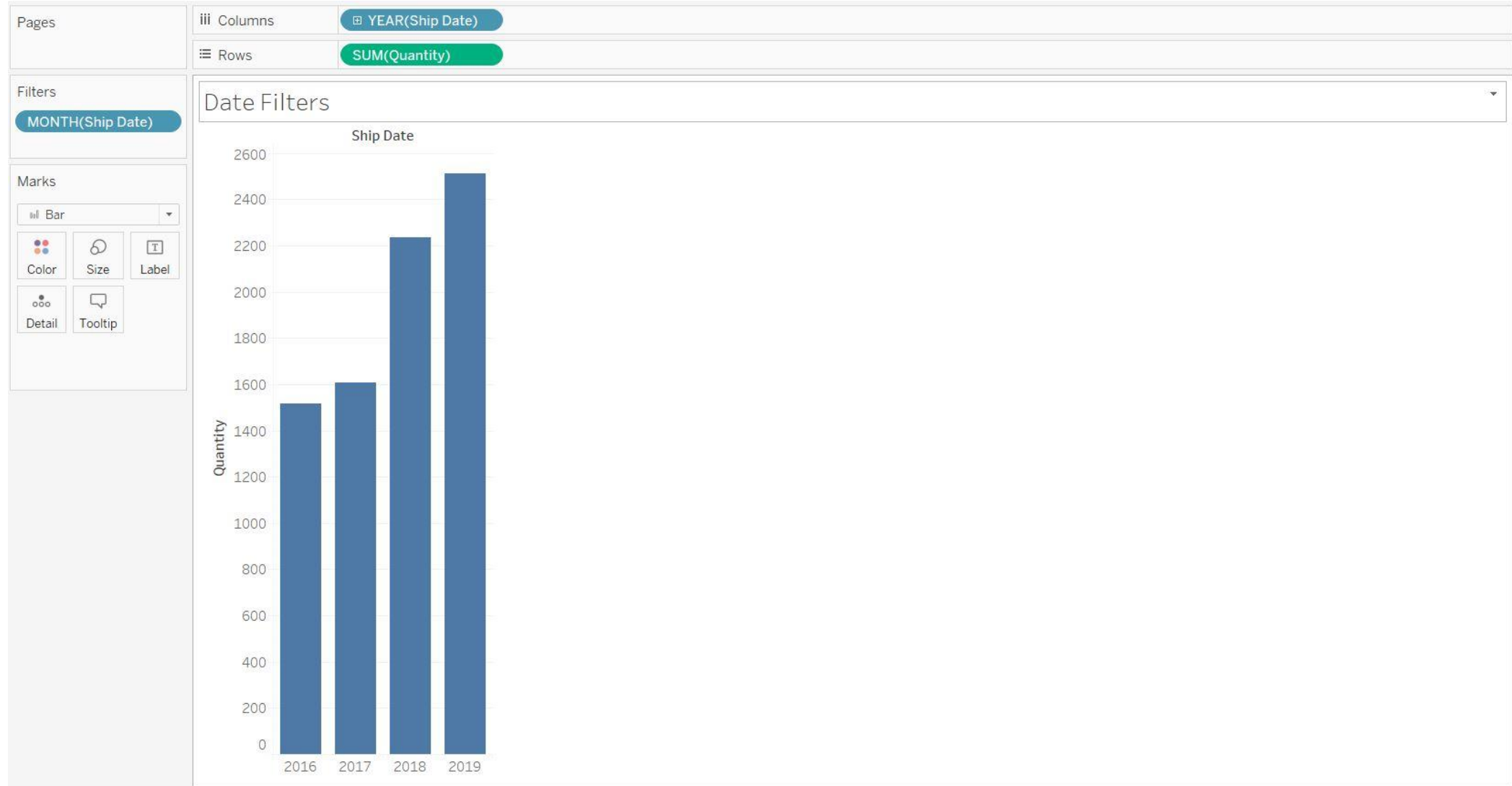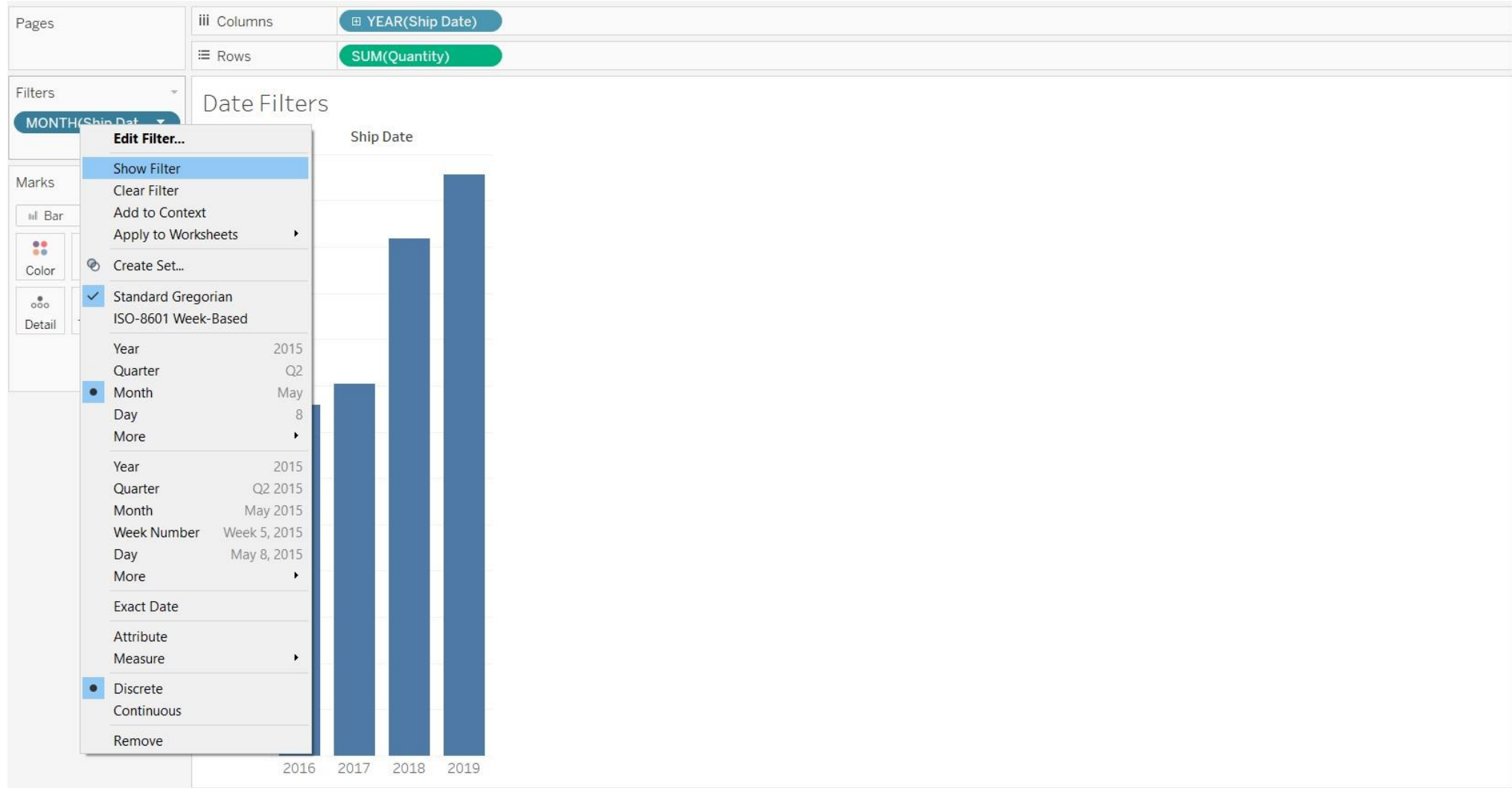
HOW TO ADD A DATE FILTER

STEP 20: Right-click **MONTH(Ship Date)** in the Filters shelf and select **Show Filter**

HOW TO ADD A DATE FILTER

STEP 21: MONTH(Ship Date) Filter must be visible on Top Right side of the view