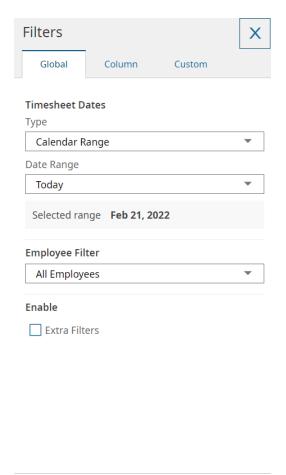# Filtering Lists & Reports

Last Modified on 02/21/2022 10:38 pm EST

When filtering list views or reports, you can use boolean expressions in the filter ▼(0) field.

Filters			☒
Global	Column	Custom	

Timesheet Dates

Type

Calendar Range	▼

Date Range

Today	▼

Selected range	**Feb 21, 2022**

Employee Filter

All Employees	▼

Enable

☐ Extra Filters

CANCEL   APPLY

Filter Definitions

Boolean Expression	Definition	Example
=	Entry is exactly this	The entry equals 11/30/16
!=	Entry is not this	The entry does not equal 11/30/16
starts with	Entry starts with	Entry starts with abc
not starts with	Entry does not start with	Entry does not start with abc
like	Entry is like	Entry contains abc
not like	Entry is not like	Entry does not contain abc
<	Entries are less than	The entry is before 11/30/16

Boolean Expression	Definition	Example
	Entries are greater than	The entry is after 11/30/16
<=	Entries are not less than	The entry is before or on 11/30/16
>=	Entries are not greater than	The entry is on or after 11/30/16
is null	Entries that are blank	The entry is blank
is not null	Entries that are not blank	The entry has been filled in
In	Entries that include	The entry includes 11/30/16
not in	Entries that do not include	The entry does not include 11/30/16
between	Entries between two values	This only applies to numerical date values and cannot be used with alphabetical values