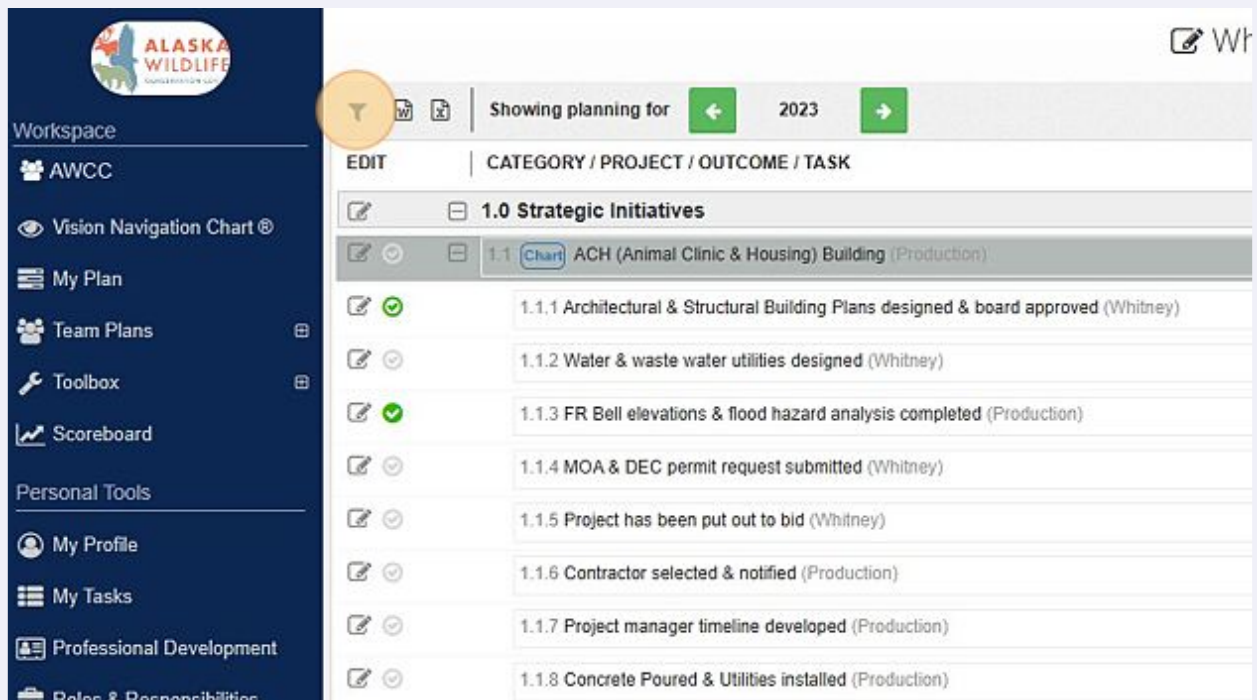


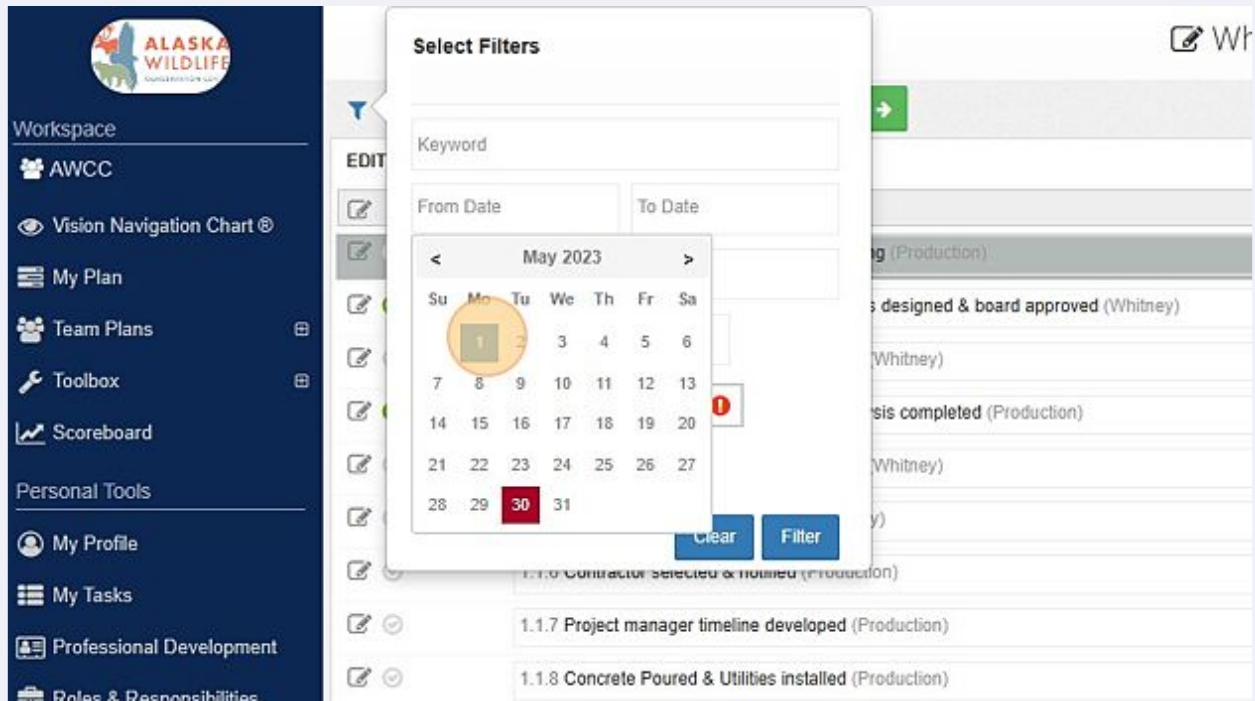
How to Filter Your Tasks by Date

1 In the top left corner of the table view, click on the filter button.



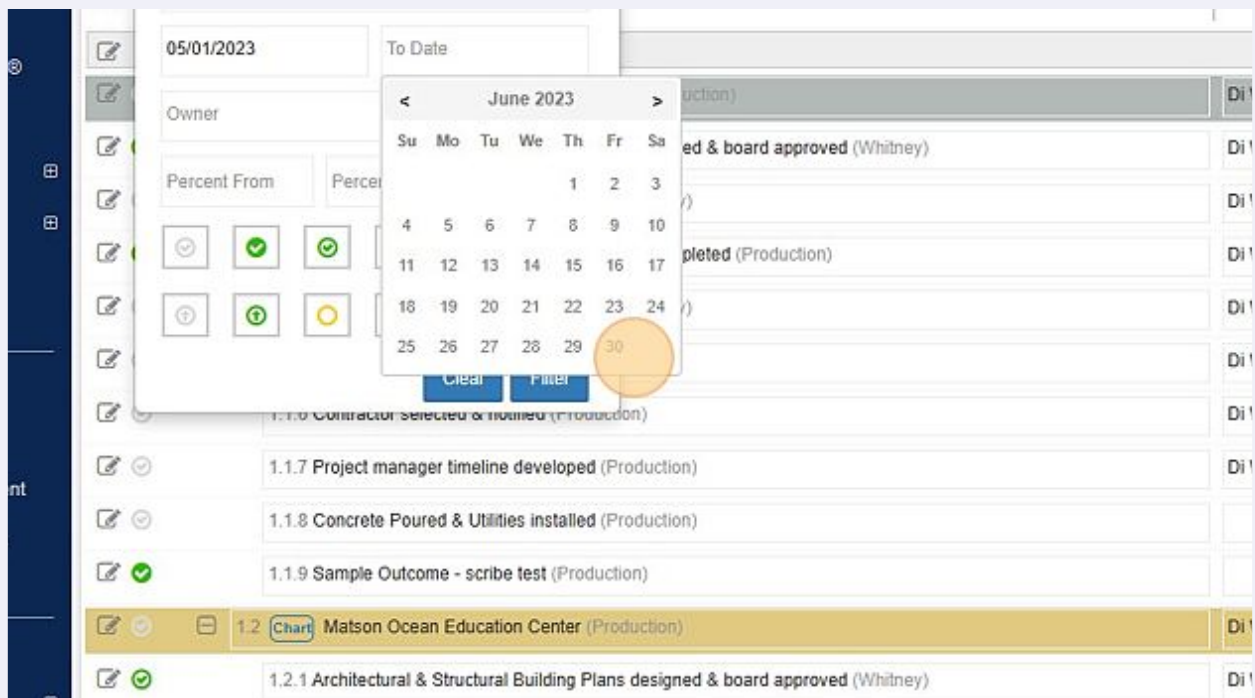
2

Enter the start date of the timeline you wish to filter your tasks to. For accountability meetings, this could best be done in month or quarterly views.



3

Enter the end date of the timeline you wish to see.



4 Click "Filter"

The screenshot shows a software interface with a filter dialog box open over a task list. The dialog box contains the following fields and controls:

- Start date: 05/01/2023
- End date: 06/30/2023
- Owner: [Empty text field]
- Percent From: [Empty text field]
- Percent To: [Empty text field]
- Filter icons: A row of five icons (grey, green, green, yellow, red) and a second row of four icons (grey, green, yellow, red).
- Buttons: "Clear" (blue) and "Filter" (orange).

The background task list includes the following items:

- 1.1.6 Contractor selected & hired (Production)
- 1.1.7 Project manager timeline developed (Production)
- 1.1.8 Concrete Poured & Utilities installed (Production)
- 1.1.9 Sample Outcome - scribe test (Production)
- 1.2 **Chart** Matson Ocean Education Center (Production) - highlighted in yellow
- 1.2.1 Architectural & Structural Building Plans designed & board approved (Whitney)