# How to Filter Data by Time Period

## Description

In the tab labeled "Time Period" of the report modifications page for any report option, there is a section that allows you to select a time period or leave blank for cumulative time period.



- To restrict a report to a specific time period, select a date variable from the "Date Variable" drop down menu and specify the beginning and ending date for the desired time period.

*Tip: If you plan to save this report, check the option to "Enter the Date variable/Time period at the time you click the Run button".  This will allow you to specify the desired time period every time you generate the report without having to return to the modify report page.*

- The available date variables can vary with each report option. The table below provides examples of date variables based on event date, along with the format of each variable.  You can filter your report by year, half-year, quarter, or month.  Date variables are based on the calendar year; if fiscal year is desired, specify time period by exact date or month range.

*Tip: When entering Beginning and Ending dates, the computer will automatically enter the slash marks "/" and letters (H, Q) when applicable.*

| Specify By | Date Variable | Beginning | Ending |
|---|---|---|---|
| Date | eventDate | 1/1/2015 | 12/31/2015 |
| Year | evntDateYr | 2015 | 2015 |
| Half-year | evntDateYH | 2015H1 | 2015H2 |
| Quarter | evntDateYQ | 2015Q1 | 2015Q4 |
| Month | evntDateYM | 01/2015 | 12/2015 |

## Example

Suppose you wish to analyze CLABSIs that occurred during the first six months of 2015. One way to do this would be to select the date variable "evntDateYH", indicating that you wish to restrict the report to data based on the event date by half-year. The beginning and ending value would be 2015H1; the only CLABSIs included in the analysis will be those where the event date was in the first half of 2015. (*You only need to type "2015" and "1"; the H will be auto-entered)

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