

List Date Filters & Searching Lists

Many of the lists in QL2 have date filters. These filters are in place primarily to speed data access for regular tasks such as displaying lists of worksheets, clients, reports & etc... Our survey data has shown that in most cases, a user is interested in records that have been entered within the previous six months (the default value set for QL2 date filters).

As you can imagine returning data for 1,000 records is much faster than returning the same data for 10,000 records. By filtering records by date, you are able to regulate the amount of data returned when a list is displayed. For example, when you log into QL2, the list of worksheets is displayed. More records in the list means longer load time every time you log in.

The number of records displayed in lists is regulated by the filters that are set in the user's options...

List Date Filters

The image displays four panels, each representing a different list type: Worksheets, Reports, Clients, and Items. Each panel contains a date filter control. The control consists of a text label "Do not display records older than...", a numeric input field (set to 6), a dropdown menu (set to Months), and radio buttons for "Use... Creation Date" (selected) and "Modified Date".

- The selectable periods are: Days, Weeks, Months and Years.
- A filter can target the date a record was created or the date on which the record was last modified.
- Setting the numeric value to zero disables the filter meaning all existing records will be returned for the target list.

Overriding filters

Obviously, there are cases where displaying records outside of the date range set for any filter might be necessary. For these instances, there is a popup provided for overriding a filter on any filtered list. The override is on the left at the top of the list. Click on "Set filter" to display the popup...



- The same rules that apply in options apply to the override.
- Click the green check to close the popup.
- After setting the override filter, click the “Refresh” icon to refresh the list with the applied filter.

Searching In Lists

QL2 Lists have a powerful search feature which overrides any date filter that is in place for the list. To search, just type into the search field...



Clicking the “Exact Match” option limits the search to complete words...

