samegoal

Due Date Filter

Due Date Filter in Deadlines Report
October 24, 2025

We're excited to share that a new **Due** filter has been added to all Deadlines reports, giving users more flexibility when searching for specific deadlines.

We know how important it is to stay on top of deadlines and maintain compliance and this update helps you find exactly what you're looking for faster.



Steps *To use the Due filter:*

1. Navigate to **Reports**.
2. Search for the specific Deadlines report you'd like to run.
    - These are typically found in each of the program folders. There is also a cross-program Deadlines report in the **System** folder that admin users can run.
3. On the report configuration screen, at the bottom of the page, set dates for the **Due** filter.
    - Enter both a start and end date to find deadlines that fall between those dates.
    - Enter only a start date to find deadlines with a due date after that date.
    - Enter only an end date to find deadlines with a due date before that date.
4. Click **Run Report**.
5. Once results are returned, you can still filter deadlines further if needed.