

# Trainet Web: How to use the date filters effectively

**\*\* Example 1:** I want a list of all trainees who began training in FY2006. Sometimes these are called New Start reports.

### **Step 3: Filter by Date (optional)**

Limit which trainees are shown by limiting the start or end date of their current program.

**Program start date is on or after**

(MM/DD/YYYY)

**Program start date is on or before**

(MM/DD/YYYY)

**Program end date is on or after**

(MM/DD/YYYY)

**Program end date is on or before**

(MM/DD/YYYY)

This will give you all trainees that began programs from 1-Oct-2005 to 30-Sept-2006

---

**\*\* Example 2:** I would like to see a list of all programs that were completed in FY2006.

### **Step 3: Filter by Date (optional)**

Limit which programs are shown by limiting the start or end date of the each program.

**Program start date is on or after**

(MM/DD/YYYY)

**Program start date is on or before**

(MM/DD/YYYY)

**Program end date is on or after**

(MM/DD/YYYY)

**Program end date is on or before**

(MM/DD/YYYY)

This will give you a list of programs that ended between 1-Oct-2005 and 30-Sept-2006.

---

Example 3: I would like to see a list of programs that began and ended in FY2006.

**Step 3: Filter by Date (optional)**

Limit which programs are shown by limiting the start or end date of the each program.

**Program start date is on or after**

(MM/DD/YYYY)

**Program start date is on or before**

(MM/DD/YYYY)

**Program end date is on or after**

(MM/DD/YYYY)

**Program end date is on or before**

(MM/DD/YYYY)

This will give you a list of all programs that began and ended within the time span of one fiscal year.

---

Example 4: I would like to see a list of programs that began in FY2006 and will not be ending within FY2006.

**Step 3: Filter by Date (optional)**

Limit which programs are shown by limiting the start or end date of the each program.

**Program start date is on or after**

(MM/DD/YYYY)

**Program start date is on or before**

(MM/DD/YYYY)

**Program end date is on or after**

(MM/DD/YYYY)

**Program end date is on or before**

(MM/DD/YYYY)

This will give you a list of all programs that started after 1-Oct-2005 and will not be ending prior to 30-Sept-2006.

---

Example 5: I would like a list of all programs currently going on TODAY (3-Dec-2006).

**Step 3: Filter by Date (optional)**

Limit which programs are shown by limiting the start or end date of the each program.

**Program start date is on or after**

(MM/DD/YYYY)

**Program start date is on or before**

(MM/DD/YYYY)

**Program end date is on or after**

(MM/DD/YYYY)

**Program end date is on or before**

(MM/DD/YYYY)