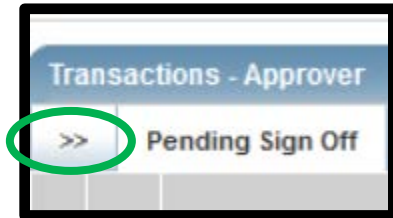


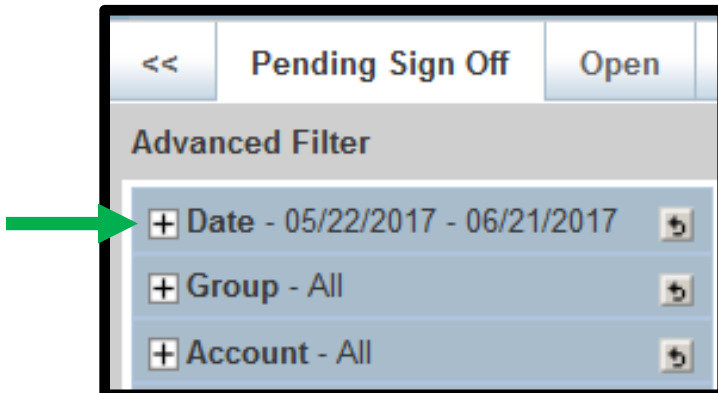
How to Change the Date Parameters in Works

Date parameters in the **Transactions** section default to the past 30 days. The following steps show how to adjust those dates for the previous cycle.

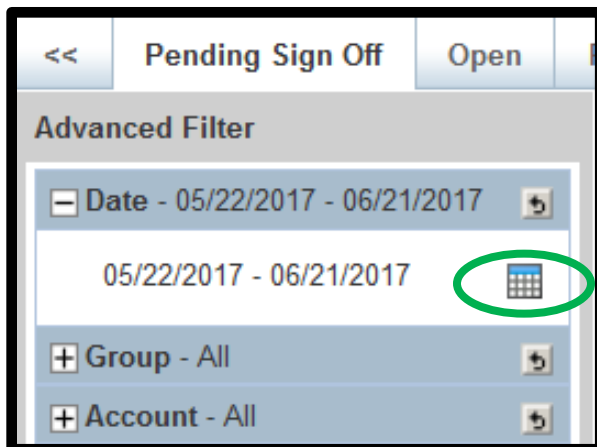
1. To left of the **Pending Sign Off** tab, Click on the double arrows >>



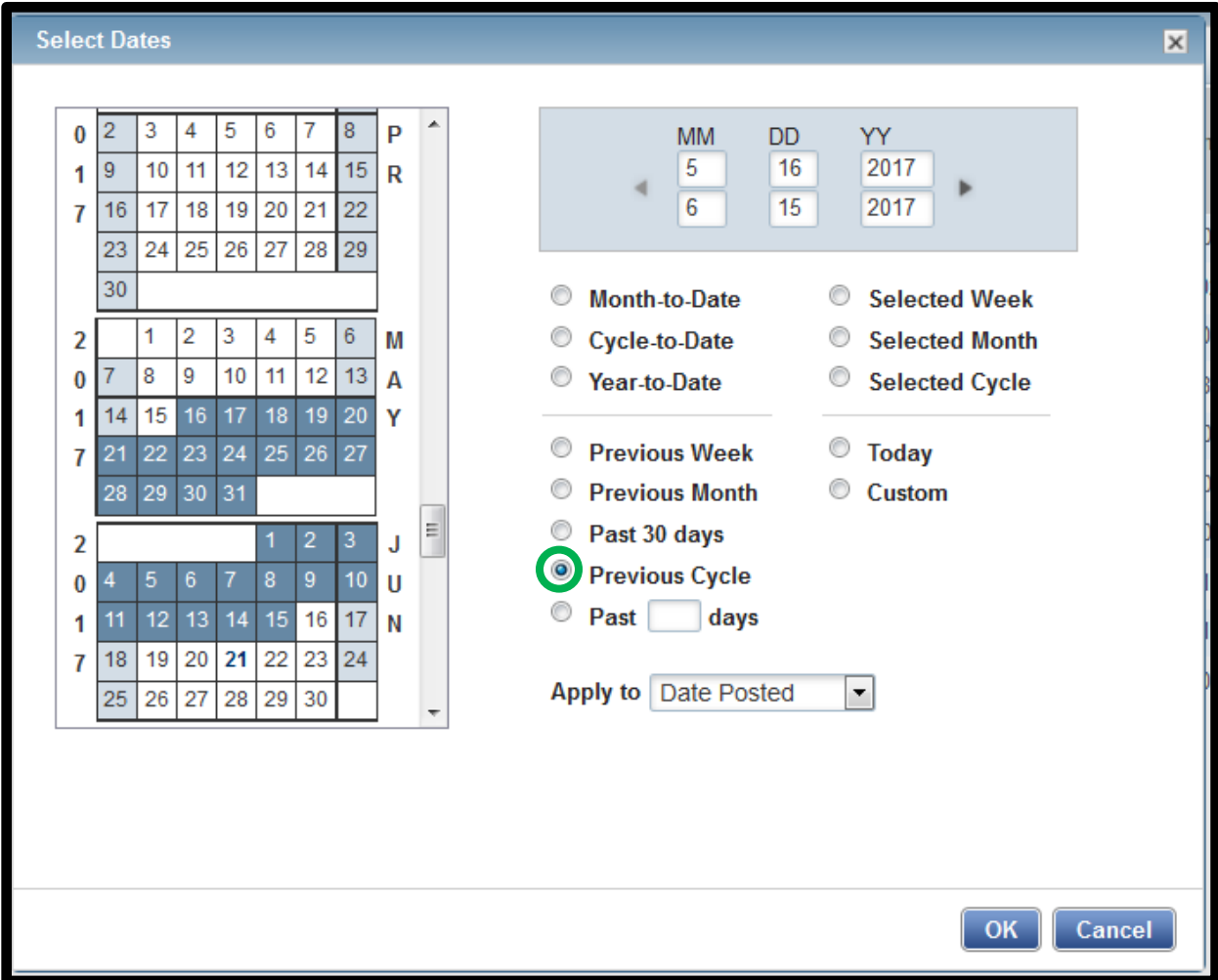
2. Now you will see a list of filters with **Date** at the top. Click the + sign to expand the window.



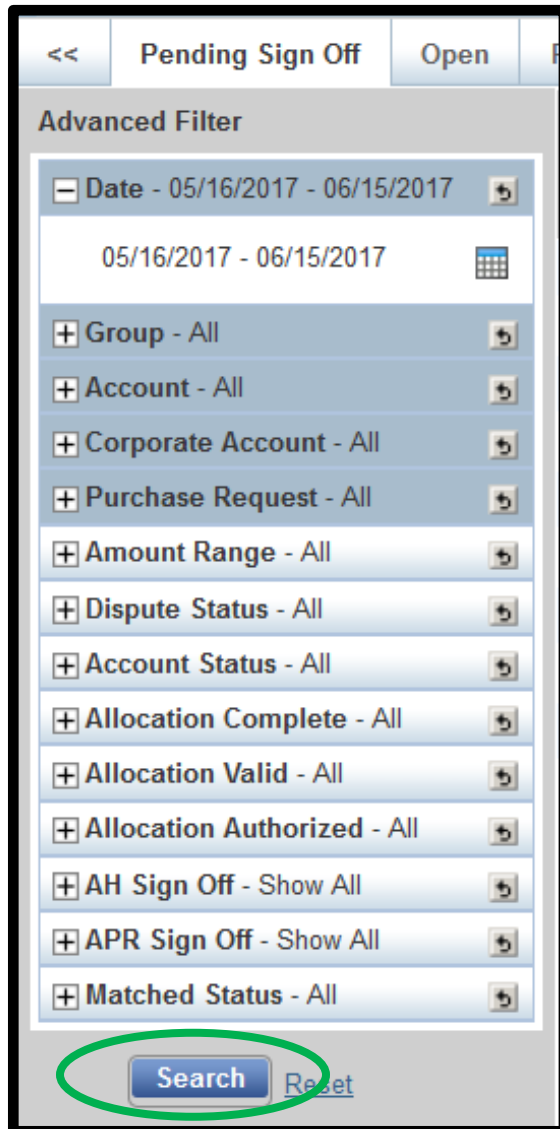
3. The date range can be adjusted by clicking on the calendar icon.



4. A pop-up window will open. To see transactions for the most recently completed cycle, click the radial button next to **Previous Cycle** and then click OK.



5. To apply the date selection to the transactions you see on the screen, click on **Search** at the bottom left of the **Advanced Filter** menu.



6. These steps can be modified to search for a specified number of days, a particular time frame (using custom), and several other options located in the window from Step 4.