Reporting Dates

Elements has a set of fields that determine when to display a record on a report. These are the *Reporting Date* fields. There is a start *Reporting Date* and an end *Reporting Date*.

Understanding how these fields get populated is critical to making your *Elements Activity Summary (EAS)* display the information you want for a particular period of time.

You can see the *Reporting Dates* for an individual record on the record's card.

If the *Reporting Dates* for that record fall within the date parameters of your report, the record will be included.

By default, *Reporting Dates* are set to update automatically, which lets Elements use its built-in logic to determine the *Reporting Dates* for the record. You can tell if a record is set to automatically manage dates by looking for the circle arrows icon by the *Reporting Dates*.
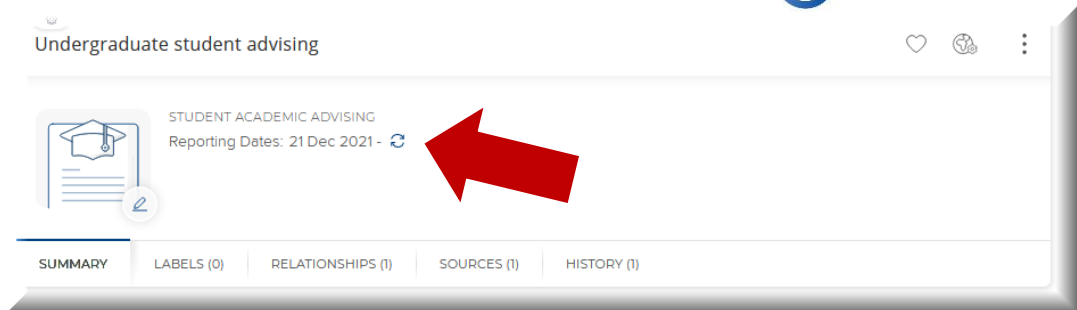

However, Elements gives users the option of overriding the automatic dates and manually entering what dates they want to use for *Reporting Dates* on a record. If you see a gear icon by the *Reporting Dates* for your record, it means the record is set to manually manage *Reporting Dates*.

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You can change the date settings by clicking the icon beside the **Reporting Dates**.
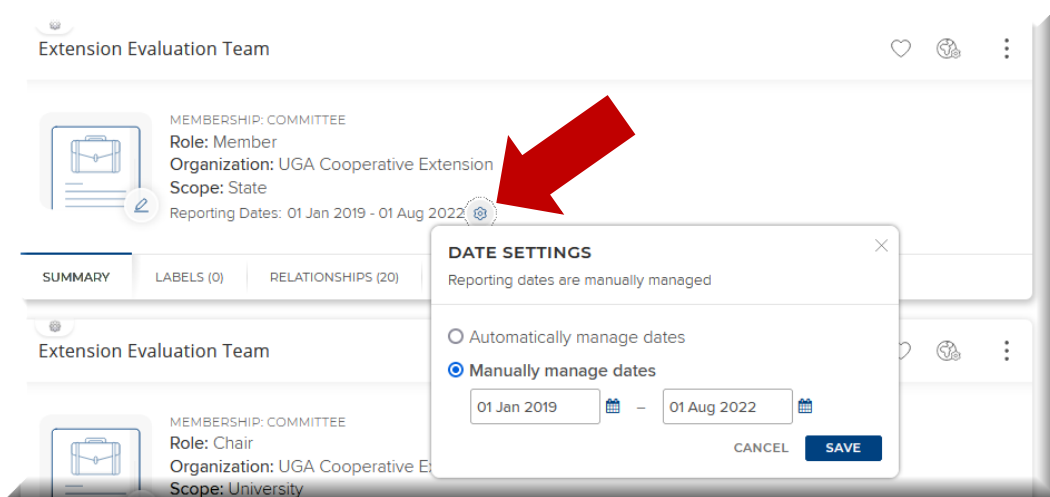
Elements use its built-in logic to determine the **Reporting Dates** for the record.

Some activities are assumed to be one day long, if no end date is entered. Like a presentation or a publication date.

Some activities are assumed to be ongoing, if no end date is entered. Like serving on a board or committee. This is by design and keeps you from having to re-enter the activity each year.

For questions or assistance, please contact
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