Topic: Analytics Date Picker and Time Period Comparisons

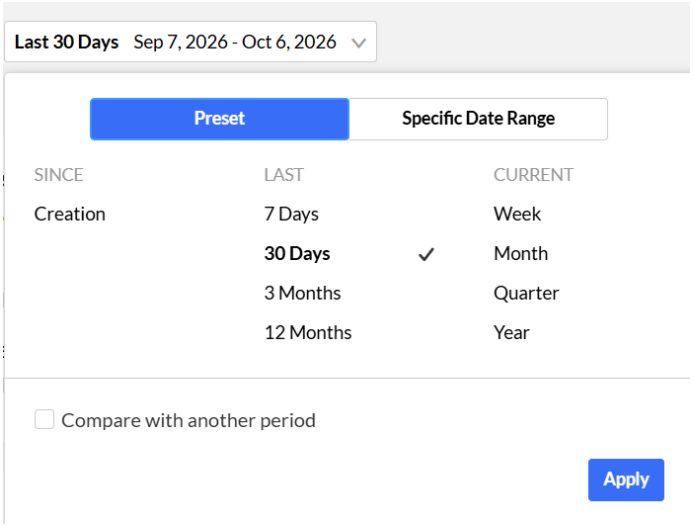
Content updated: 03/21/2021

Change dashboard timeframe

Use the date picker at the top of the dashboard to change the timeframe and view data across different periods. You can select a preset time period or choose specific dates.

Preset time periods

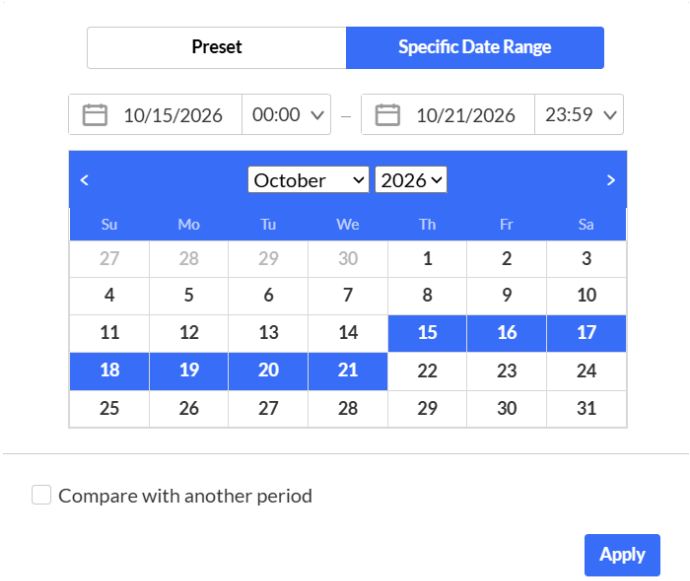
Preset time periods are a quick way to look at recent data, such as the last week or the last month. You can also select longer periods, such as the current quarter or year.



Select a custom timeframe

1. Click the date picker and select the **Specific Date Range** tab.
2. In the calendar, click the first date of the timeframe.
3. Click the last date of the timeframe. The timeframe is marked on the calendar.
4. To narrow the timeframe to specific hours, use the hours filter. To select until midnight, enter 23:59.
5. Click **Apply**.

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The dashboard displays the data for the selected timeframe.

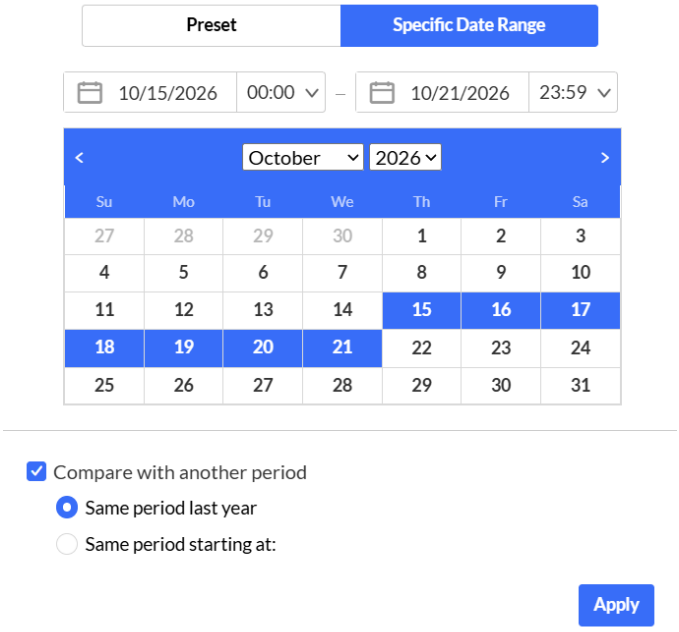
Compare time periods

Compare time periods to understand your data in context, for example to account for seasonality or for changes in usage after you adopt new tools and capabilities.

You can compare with the same period last year, or with a period of the same length that starts on a date you choose. You can also use the hours filter to focus on specific hours.

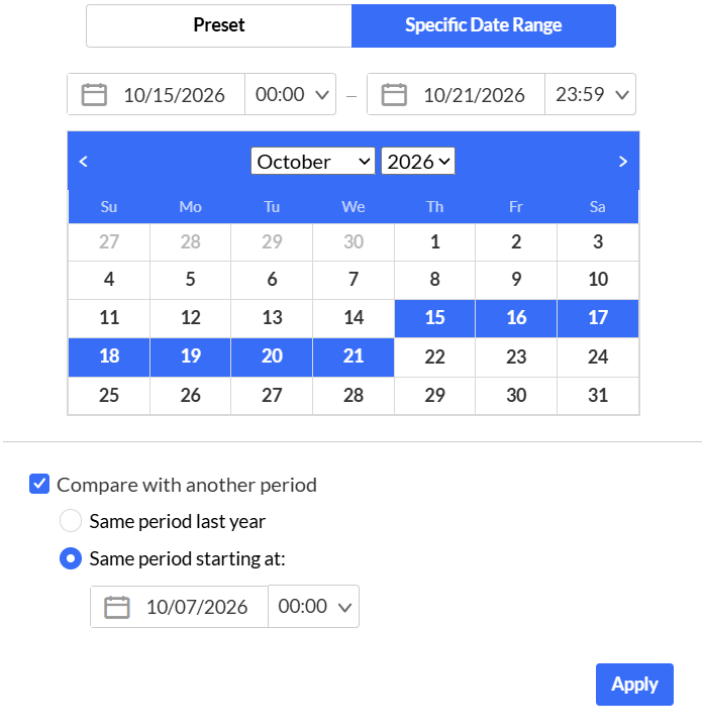
1. Click the date picker and select the **Specific Date Range** tab.
2. Select the first time period you want to explore.
3. Select the **Compare with Another Period** checkbox.
4. Choose the period to compare with:

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- **Same Period as Last Year** - Compares with the same dates one year earlier. For example, if the first period is March 15, 2026 to March 21, 2026, it's compared with March 15, 2025 to March 21, 2025.
- **Same Period Starting At** - Compares with a period of the same length that starts on the date you select. For example, to compare a week in March with a week in February, select March 15, 2026 to March 21, 2026 as the first period, then set the starting date to February 15, 2026. The first period is compared with February 15, 2026 to February 21, 2026.

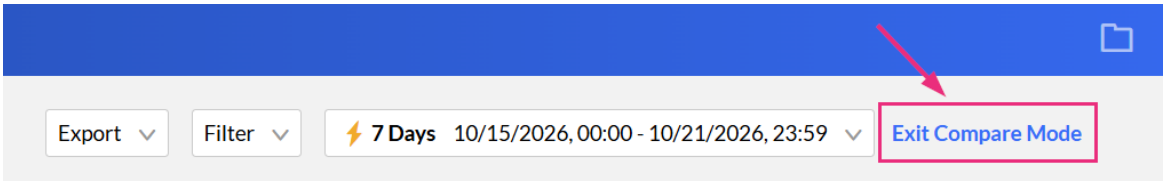
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- Click **Apply**.

The dashboard displays the data for both periods.

To return to viewing a single time period, click **Exit Compare Mode** next to the date picker.



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