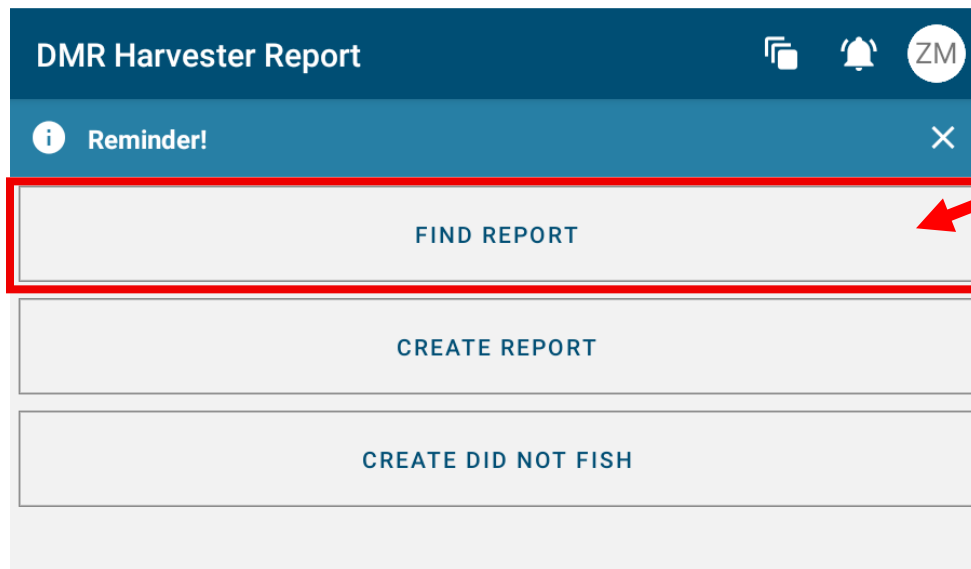


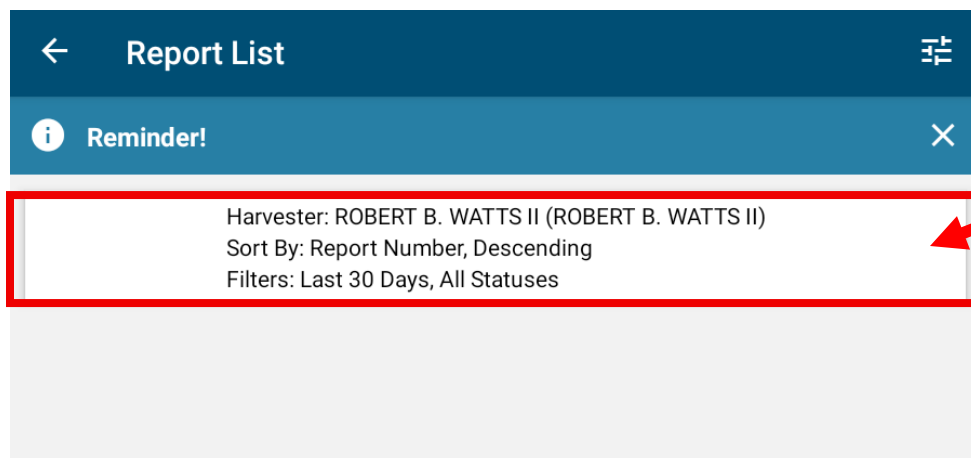
## CHANGING THE DATE RANGE FILTER IN FIND REPORTS VESL HARVESTER REPORTING APPLICATION

Changing the date range filter will allow you to specify which previously created reports are visible under “Find Reports”. Once you have adjusted your date range filter, it will save your selection unless you log-out of the VESL application.

1. Open the VESL application.
2. Click “Find Report” to view previously created reports.



3. Click the filter icon in the top right or tap the box with your name.



4. Click the drop-down arrow for 'Date Range'. The field will already be populated with "Last 30 Days".

Harvester: ROBERT B. WATTS II (ROBERT B. WATTS II)  
Sort By: Report Number, Descending  
Filters: Last 30 Days, All Statuses

### Filters

**Harvester**  
ROBERT B. WATTS II

**Date Range**  
Last 30 Days

**Report Status**  
All Statuses

### Sorting

**Sort By**  
Report Number

**Sort Direction**  
Descending

SAVE CANCEL

5. You will see a list of date range options

View reports submitted in the last 30 days.

View reports submitted for the current month.

View reports submitted in the last 12 months.

Select a specific date range to view reports submitted over a specified timeframe: (ex. 10/1/24 – 5/31/25).

Last 30 Days

This Week

This Month

This Year

Last 12 Months

Year + Month

Custom

View reports submitted for the current week.

View reports submitted for the current year.

View reports submitted for a specific year and

CANCEL

6. Once you have chosen the 'Date Range', you can now change the 'Report Status' by clicking the drop-down. This will be pre-filled with 'All Statuses'.

The screenshot shows a 'Filters' section with three dropdown menus: 'Harvester' (set to 'ROBERT B. WATTS II'), 'Date Range' (set to 'This Year'), and 'Report Status' (set to 'All Statuses'). The 'Report Status' dropdown is highlighted with a red rectangular box, and a red arrow points to its dropdown arrow. Below the filters is a 'Sorting' section with two dropdown menus: 'Sort By' (set to 'Report Number') and 'Sort Direction' (set to 'Descending'). At the bottom right of the filters section are 'SAVE' and 'CANCEL' buttons.

7. You will see a list of statuses to choose from.

The screenshot shows a modal window for selecting a report status. It contains a list of four options: 'All Statuses', 'Submitted', 'Pending', and 'Deleted'. The 'Pending' option is highlighted with a blue background. Four red callout boxes with arrows point to the options: 'View all reports.' points to 'All Statuses', 'View reports that have been submitted.' points to 'Submitted', 'View reports that are pending.' points to 'Pending', and 'View reports that have been deleted.' points to 'Deleted'. At the bottom of the modal is a 'CANCEL' button.

8. Once you have chosen the 'Pending', click "SAVE" at the bottom of the screen. This will be saved until you change it or log out of the VESL applications.

**Filters**

**Harvester**

ROBERT B. WATTS II

**Date Range**

This Year

**Report Status**

Pending

**Sorting**

**Sort By**

Report Number

**Sort Direction**

Descending

**SAVE** **CANCEL**

9. Anything that says 'Pending' will need attention. Please check for errors, fix, and submit.

Harvester: ROBERT B. WATTS II (ROBERT B. WATTS II) Sort By: Report Number, Descending Filters: This Year, Pending		
#261	PENDING	
Landed Date: 09/04/2025 Last Modified: a month ago		
#260	PENDING	
Landed Date: 09/02/2025 Last Modified: a month ago		
#259	PENDING	
Landed Date: 09/01/2025 Last Modified: a month ago		
#258	PENDING	
Landed Date: 08/29/2025 Last Modified: a month ago		
#257	PENDING	
Landed Date: 08/27/2025 Last Modified: a month ago		
#256	PENDING	
Landed Date: 08/26/2025 Last Modified: a month ago		

10. Once you edit these reports and submit, the reports will turn purple for 'Submitting' and green for 'Submitted'. Note: You will not see 'Submitted' reports under the status 'Pending'.

Harvester: ROBERT B. WATTS II (ROBERT B. WATTS II) Sort By: Report Number, Descending Filters: This Year, Pending		
#261	PENDING	Landed Date: 09/04/2025 Last Modified: a month ago
#260	PENDING	Landed Date: 09/02/2025 Last Modified: a month ago
#259	PENDING	Landed Date: 09/01/2025 Last Modified: a month ago
#258	PENDING	Landed Date: 08/29/2025 Last Modified: a month ago
#257	PENDING	Landed Date: 08/27/2025 Last Modified: a month ago
#256	PENDING	Landed Date: 08/26/2025 Last Modified: a month ago