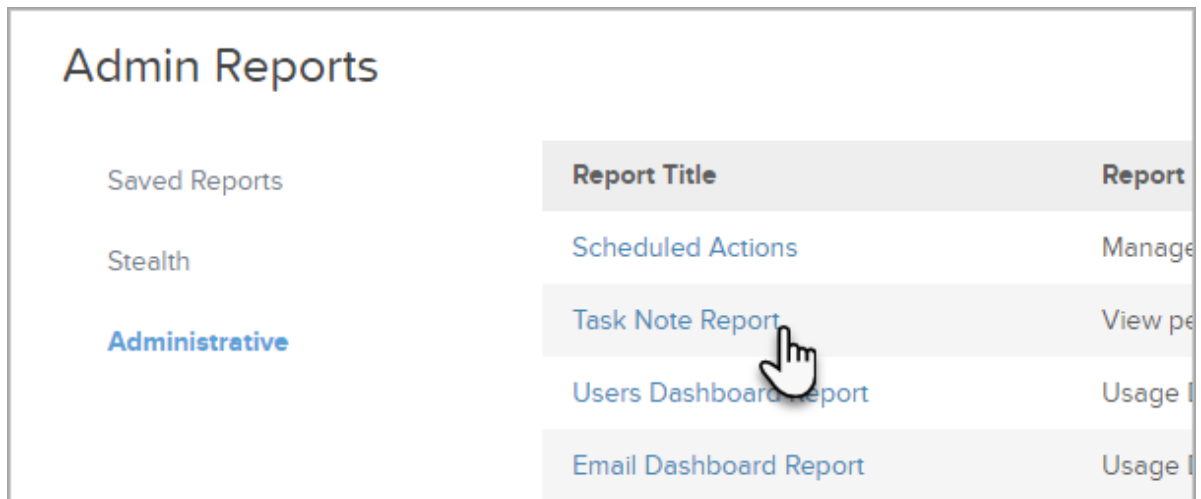# Task Note Report 🔗

The task note report allows you to view pending and completed tasks for all users in your application.

1. Go to **Admin > Reports**
2. Click **Task Note Report**

3. Edit the Search Criteria as needed
4. Click **Search**

5. Review or manipulate the report as needed

Task Note Report

Actions ▾	New Search	Edit Criteria/Columns...	Save...	Print...	

1-50 of 1,759	50 ▾ per page

☐	**User**	**Company**	**Contact**	**Due date**
☐	April		Yvette	1/9/2019
☐	Frank		Yvette	1/10/2019