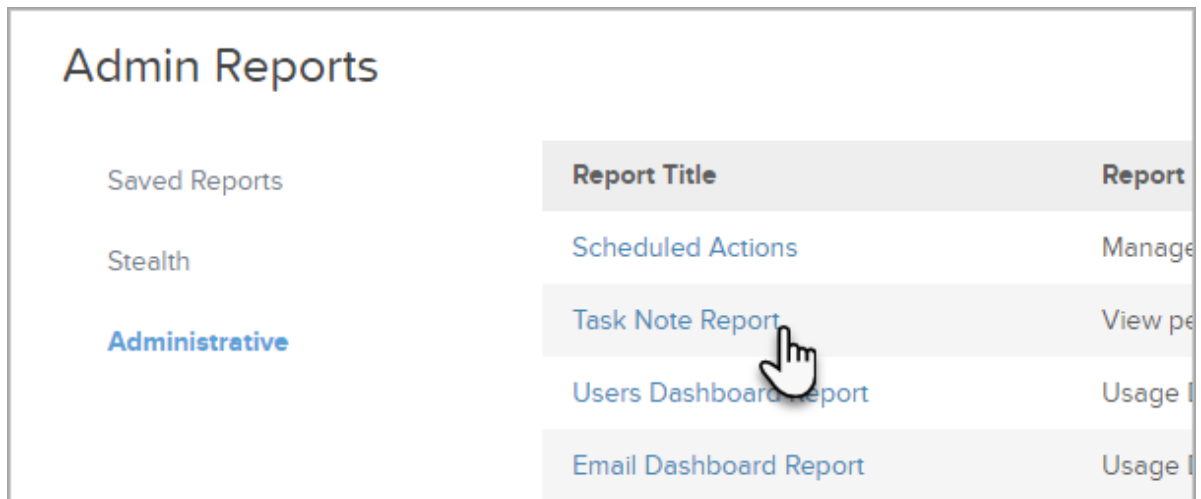


Task Note Report🔗

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**

The screenshot shows the search filters for the Task Note Report. It includes a 'Date Range' dropdown set to 'Today/Past Due'. Below it are two date ranges: 'Creation date' from '12-01-2018' to '06-30-2019' and 'Completion Date' from '01-01-2019' to '06-30-2019'. There are calendar icons next to each date. At the bottom, there is a 'Completion Status' dropdown set to 'Complete'. A green 'Search' button and a 'Reset Filters' button are at the bottom. A hand cursor is pointing at the 'Search' button.

Date Range: Today/Past Due

Creation date: 12-01-2018 - 06-30-2019

Completion Date: 01-01-2019 - 06-30-2019

Completion Status: Complete

Search Reset Filters

5. Review or manipulate the report as needed

Task Note Report

Actions ▾

New Search

Edit Criteria/Columns...

Save...

Print...

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50

per page



User

Company

Contact

Due date



April

Yvette

1/9/2019



Frank

Yvette

1/10/2019