## Task Note Report %

## This article applies to:

## Max Classic

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

Scheduled Actions Manage Scheduled Actions
Task Note Report   View pending and completed tasks for all users
Users Dashboard Report Usage Dashboard - Users

## 3. Edit the Search Criteria as needed.

Criteria	
Date Range equals: todayPastDue	
Actions ~ New Search Edit Criteria/Columns Save Print	
300 results	
d Title	Task notes

Note that you click on the Edit Criteria/Columns button to filter by:

- 1. Assigned To
- 2. Created By
- 3. Task Type
- 4. Priority
- 5. Due Date Interval
- 6. Due Date Custom Interval
- 7. Completion Date Interval
- 8. Completion Date Custom Interval

Note that you can add "Task Outcome" as a column in the report.

1. Click Search

Date Range	Today/Past D	ue	•	
Creation date	12-01-2018	-	06-30-2019	
Completion Date	01-01-2019	-	06-30-2019	
Completion Status	Complete		•	
Search	t Filters			

2. Review or manipulate the report as needed

Task Note Report										
	Action	New Search	Edit Criteria/Coli	umns Save	Print					
	1-50 d	of 1,759		50	•	per page				
		User	Company	Conte	ict	Due date				
		April		Yvette	9	1/9/2019				
		Frank		Yvette	9	1/10/2019				