

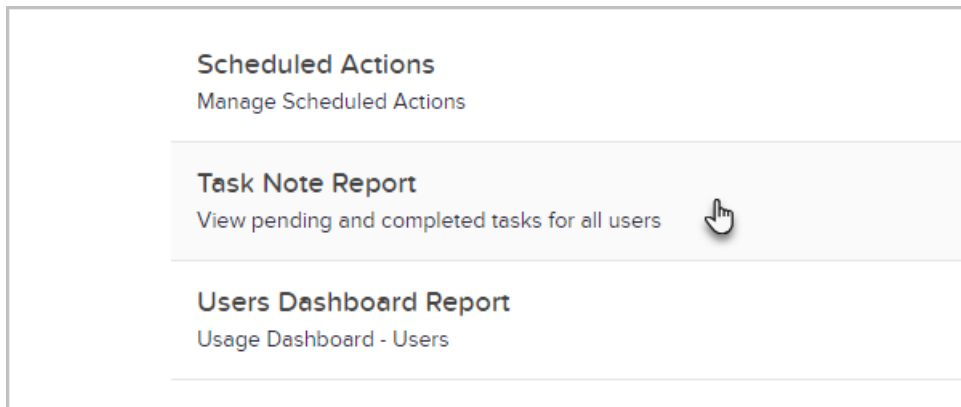
Task Note Report

This article applies to:

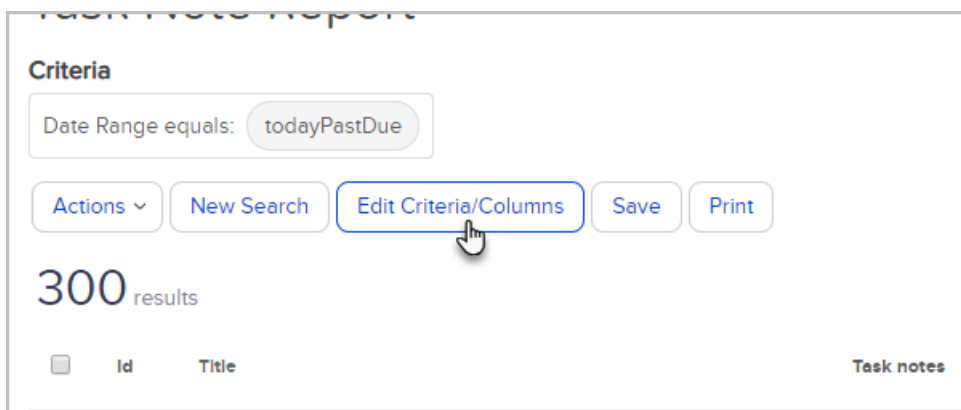
[Max Classic](#)

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**



3. Edit the Search Criteria as needed.



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

Creation date -

Completion Date -

Completion Status

2. Review or manipulate the report as needed

Task Note Report

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<input type="checkbox"/>	User	Company	Contact	Due date
<input type="checkbox"/>	April		Yvette	1/9/2019
<input type="checkbox"/>	Frank		Yvette	1/10/2019