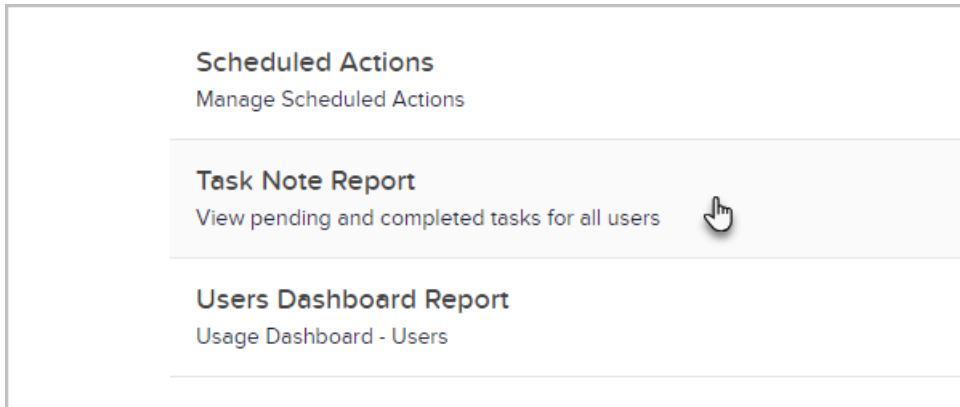


# Task Note Report

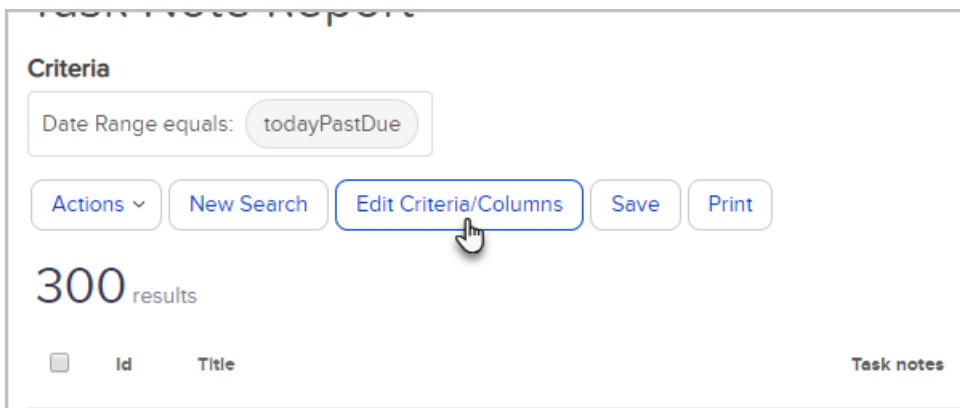
The task note report allows you to view pending and completed tasks for all users in your application.

1. Go to **Admin > Reports**

2. Click **Task Note Report**



3. Edit the Search Criteria as needed.



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

4. Click **Search**

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...

1-50 of 1,759 50 ▼ per page

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

Note! For questions about how to use this feature, please [contact our Support Team](#). To provide feedback on the accuracy of this article, use the form below.