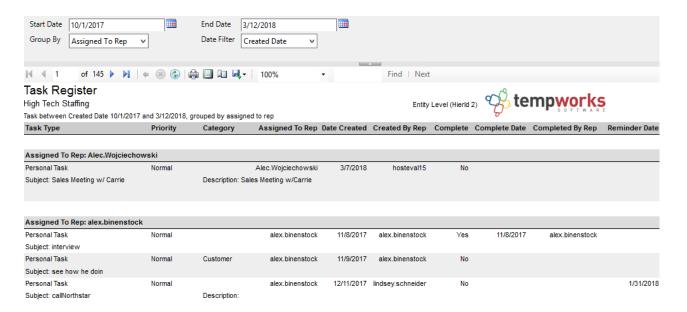
## **Task Register Report**

Last Modified on 03/15/2018 9:40 am CDT

## **Task Register**

Purpose: This report is designed to allow you to audit your tasks from your system. It is written to allow you to see at a glance what each rep has marked down on their to-do list.



## Parameters:

- 1. Start Date: Starting date of your desired date range.
- 2. End Date: Ending date of your desired date range.
- 3. Group By: A list of different fields to group the data into on the report. It has the following options:
  - a. Task Type
  - b. Completed
  - c. Date Filter
  - d. Completed by Rep
  - e. Created by Rep

- f. Assigned to Rep
- g. Priority
- h. No Grouping
- 4.Date Filter: A drop down determining what field your date range filters on.
  - a. Created Date
  - b. Completed Date
  - c. Reminder Date

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