

# 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.

The screenshot shows the Task Register report interface. At the top, there are filters for Start Date (10/1/2017), End Date (3/12/2018), Group By (Assigned To Rep), and Date Filter (Created Date). Below the filters is a navigation bar with page 1 of 145, a search bar, and a 'Find | Next' button. The report title is 'Task Register' with the subtitle 'High Tech Staffing'. The Tempworks logo is visible in the top right corner. The main table has columns: Task Type, Priority, Category, Assigned To Rep, Date Created, Created By Rep, Complete, Complete Date, Completed By Rep, and Reminder Date. The data is grouped by 'Assigned To Rep: Alec.Wojciechowski' and 'Assigned To Rep: alex.binstock'.

Task Type	Priority	Category	Assigned To Rep	Date Created	Created By Rep	Complete	Complete Date	Completed By Rep	Reminder Date
<b>Assigned To Rep: Alec.Wojciechowski</b>									
Personal Task	Normal		Alec.Wojciechowski	3/7/2018	hostevall5	No			
Subject: Sales Meeting w/ Carrie		Description: Sales Meeting w/Carrie							
<b>Assigned To Rep: alex.binstock</b>									
Personal Task	Normal		alex.binstock	11/8/2017	alex.binstock	Yes	11/8/2017	alex.binstock	
Subject: interview									
Personal Task	Normal	Customer	alex.binstock	11/9/2017	alex.binstock	No			
Subject: see how he doin									
Personal Task	Normal		alex.binstock	12/11/2017	lindsey.schneider	No			1/31/2018
Subject: callNorthstar		Description:							

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

## Related Articles