

Task Reports

Overview

The Task Reports item will allow the user to display lists and statistics for tasks in certain processes. Processes include any Process for which the user is a member of the Management Group security group.

Process Type

Select the Process Type you wish to report on. Select “All Processes” to report on every process for which you have access to. You will see only processes if your access matches the Management Group access level for the process

Assign Date

Select the date range to include for tasks where the Assignment date is within the specified date range

Completion Date

Select the date range to include for tasks where the Task Completion date is within the specified date range

View By

To view processes organized by Process Type, select Process. To see tasks organized by user/group, select User

Completed By

To limit the result by a specific user, select one from this drop-down list.

Online URL: <https://support.quikbox.com/article.php?id=214>