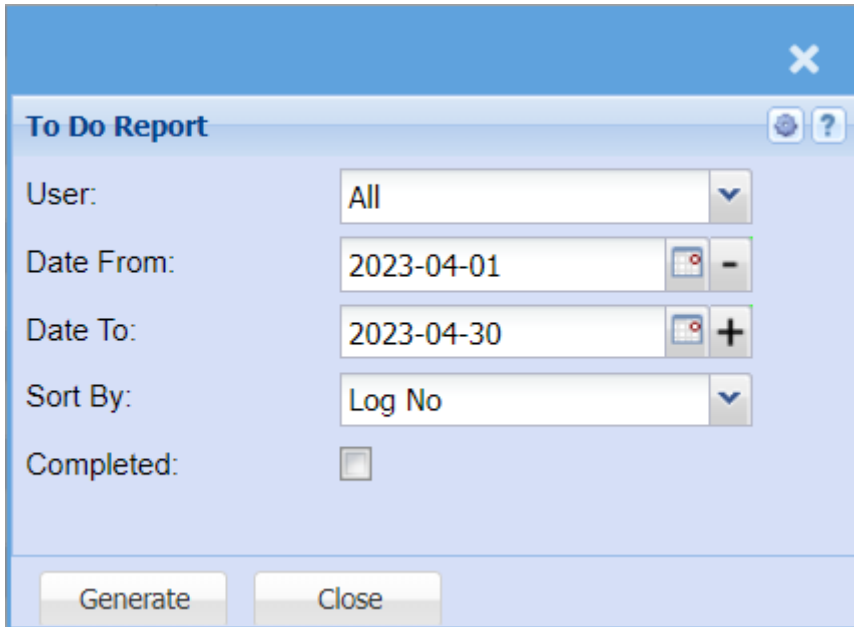


To Do Report

CRM> Reports> Report List

Gives a report on the To Do lists logged by each User within the system.



The screenshot shows a 'To Do Report' dialog box with the following fields and controls:

- User:** A dropdown menu currently set to 'All'.
- Date From:** A date input field showing '2023-04-01' with a minus button to the right.
- Date To:** A date input field showing '2023-04-30' with a plus button to the right.
- Sort By:** A dropdown menu currently set to 'Log No'.
- Completed:** An unchecked checkbox.
- Buttons:** 'Generate' and 'Close' buttons at the bottom.

This is the report on To Do lists logged by each user within the system.

The user will select the date from which he/she wants the report to run from and also

Arrange it by log number, date or reference.

Completed option allows the user to either run the only the completed or uncompleted list

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