

My overdue tasks and tasks due today.

Add this report to a dashboard to help users stay on top of their work.

REPORT

My Overdue Tasks and Tasks Due Today

Show Filters

Report Actions

As of Mar 31, 2021 3:10 pm Mountain Daylight Time

Details

Summary

Chart

Export

Filter

Report Default

View

Report Default

Grouping

Report Default

Project

Task

Assignments

Duration

Pln Hrs

Start On

Due Date

% Complete

Planned Completion Date: 1/27/21 (1)

Project: Name: Vintage Fashion Expo Booth 2021 (1)

Vintage Fashion Expo Booth 2021

Booth Drop Design

Stan Rizzo

Joey Baird

4 Days

20 Hours

1/20/21

1/27/21

50%

Planned Completion Date: 1/28/21 (1)

Project: Name: Vintage Fashion Expo Booth 2021 (1)

Vintage Fashion Expo Booth 2021

Program Guide Copy

Stan Rizzo

Bert Cooper

5 Days

10 Hours

1/20/21

1/28/21

75%

REPORT TYPE

Task

VIEW

Use default columns with the addition of Project » Name.

GROUPING

As desired, but some good options are Project » Name or Task » Planned Completion Date (Day).

FILTERS

Task » Planned Completion Date → Less Than Equal → \$\$TODAY

Task » Status → Not Equal → Complete

Assignment Users » ID → Equal → \$\$USER.ID

NOTE: The field Assignment Users » ID looks for all tasks that you are assigned to, regardless of whether or not you are the Primary Assignee. The field Assigned To » ID only looks at the Primary Assignee.