

How to Generate Tasks Reports

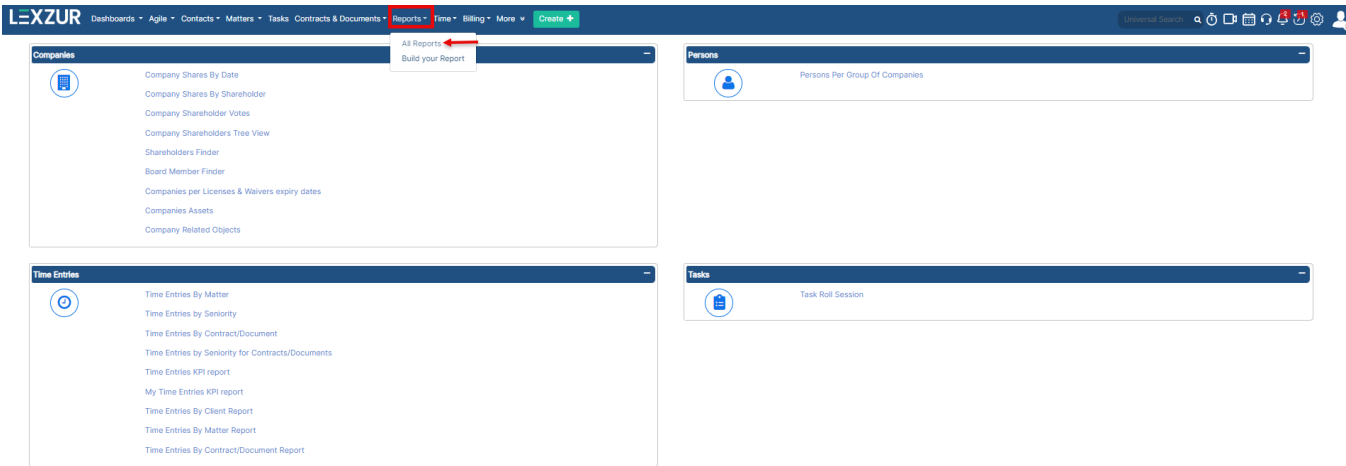
Objectives

- Generate Reports Related to Tasks

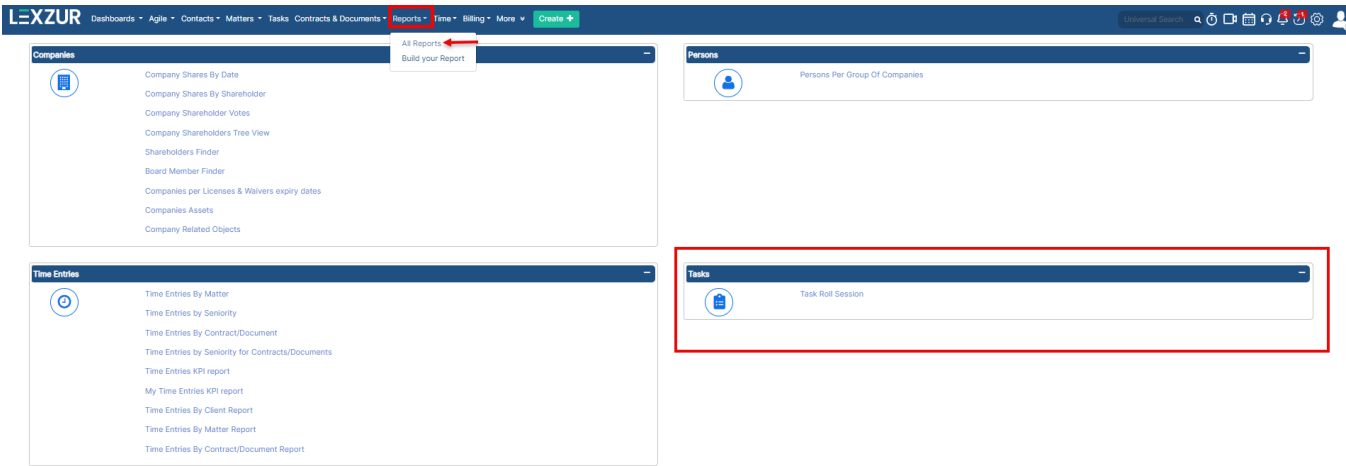
Steps

The Reports Module has many useful predefined Reports that are segregated as per each related module.

LEXZUR's Reporting Module can be accessed by clicking **Reports** **All Reports**



You can access the **Task Roll Session** report from the tasks tab.



Task Roll Session: The task roll session report lists all the tasks in the system filtered by the assignee, with all the metadata related to this task such as: Task type, Description, Workflow Status, Matter Name and so on.

Task Roll Session

Advanced Search 

[Collapse All](#) / [Expand All](#)

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▼ Assigned to: Alice Jones (46)

Task ID	Matter ID	Matter Name	Matter Category	Container ID	External/Court Reference	Stage	Client	Client Foreign Name	Opponent	Opponent Foreign Name	Due Date	Task Type	Workflow Status	Requested by
T00000308	M00000295	Legal Opinion on Service Agreement	Corporate Matter				App4Legal -				2023-09-28	Attach Docs on App4legal	1-Open	James Marven
Attach documents related to the matter Description: Court Type: Court Degree / Circuit: Court Region: Court: Comment:														



You can filter by certain criteria through **Advanced Search** hyperlink

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!