

Viewing Tasks by Due Date

07/08/2024 7:23 pm EDT

You can filter the view for tasks by different due dates in the task center

Click on the task center icon (



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Click on the **Due Date** filter dropdown menu and select the filter you would like to view the tasks by.

Tasks

Assignee: Dr. James Smith | Priority: All | Due today

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Associated patient	Title	Assigned by	Assigned to	Status	Category	Priority	Start date	Due date
Laurie Sample	Medication Question	Dr. James Smith	Dr. James Smith	Open		Medium	7/8/2022 2:11 PM	7/12/2022 11:51 AM
Laurie Sample	Appointment Question	Dr. James Smith	Dr. James Smith	Open		Medium	7/8/2022 1:58 PM	7/11/2022 11:51 AM
Laurie Sample	Attached Files	Dr. James Smith	Dr. James Smith	Open		Medium	2/22/2022 10:27 AM	
Jenny Harris	Medication Calls	Dr. James Smith	Dr. James Smith	Open	Rx	Medium	5/7/2021 11:49 AM	5/8/2021 12:48 PM

Tasks that do not have a due date will appear under different filter views.

All Due Dates: Every open task appears with or without a due date

Past Due Dates: Past due tasks OR tasks without a due date

Due Today: Past due tasks, due today tasks, OR tasks without a due date

No Due Date: Tasks with no due date listed

Additionally, you can also apply other filters like **Assignee** and **Priority**. Once you have your desired filters applied, you can go through your tasks.

Tasks

Assignee: Dr. James Smith | Priority: Medium | All due dates

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Associated patient	Title	Assigned by	Assigned to	Status	Category	Priority	Start date	Due date
Laurie Sample	Medication Question	Dr. James Smith	Dr. James Smith	Open		Medium	7/8/2022 2:11 PM	7/12/2022 11:51 AM
Laurie Sample	Appointment Question	Dr. James Smith	Dr. James Smith	Open		Medium	7/8/2022 1:58 PM	7/11/2022 11:51 AM
Laurie Sample	Attached Files	Dr. James Smith	Dr. James Smith	Open		Medium	2/22/2022 10:27 AM	
Practice Patient	Re: test 3	Dr. James Smith	Dr. James Smith	Open	Lab Results	Medium	5/10/2021 12:12 PM	7/21/2022 11:49 AM
Jenny Harris	Medication Calls	Dr. James Smith	Dr. James Smith	Open	Rx	Medium	5/7/2021 11:49 AM	5/8/2021 12:48 PM