

How do I edit a task?

07/08/2024 7:40 pm EDT

1. To edit a task that is assigned to you, please click on the task itself, or the blue pencil icon (



) on the right of the screen.

The screenshot shows the 'Tasks' page in the dr chrono interface. On the left, there are filters for 'Statuses' (All, Complete, In Progress, On Hold, Open) and 'Categories' (All, Lab Results, Patient Call, Review Blood Work, Schedule Review, Test). The main area displays a table of tasks. The first task is 'test' assigned to 'Dane Rasmuson' with a status of 'Complete'. A blue pencil icon is visible next to the 'Due date' column for this task.

Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
	test	Dane Rasmuson	Complete	Review Blood Work	Medium	October 18th, 2017, 9:06 AM	October 20th, 2017, 1:06 PM	
	test	Dane Rasmuson	Open	Patient Call	Medium	October 18th, 2017, 9:06 AM	October 27th, 2017, 1:06 PM	
	test 2	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 9:05 AM	October 19th, 2017, 1:05 PM	
	Task 1	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 8:04 AM	October 20th, 2017, 12:30 PM	

2. After clicking on the task, you'll be redirected here, where you're able to make changes to who the task is assigned to, the task's priority level, the task category, the status, the due date, and even add a note.

The screenshot shows the 'Task Details' page for a task titled 'test'. The task is assigned to 'Dane Rasmuson' and has a status of 'Open'. The start date is 'October 18th, 2017, 9:06 AM' and the due date is 'October 27th, 2017, 1:06 PM'. The priority is 'Medium' and the category is 'Patient Call'. There is a section for 'Task Notes' with one note: 'October 18th, 2017, 9:45 AM (edited) Dane Rasmuson Added note.' There is also a 'Related Items' section which is currently empty.

3. You can also search for tasks via the Search box.

