How do I delete a task?

07/08/2024 7:44 pm EDT

To delete a task, you will need to archive it.

1. Click on the three stacked lines on the far right side of the DrChrono toolbar to enter the task center.

	Search	
		1
Messages 0	>	

2. Ensure all filters are set correctly to show the task you would like to archive. Next, select the desired task by checking the white box on the left side. Once the task has been selected click the **Archive** button.

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Ta	sks									
A	ssignee: Danielle Si	mith - Priority	/: All - All	due dates	•				Reset	filters
A	Archive Inarchive Show archived						1-1 OF 1	F 1 Search tasks		
	Associated patient	Title	Assigned to	Status	Category	Priority	Start date		Due date	
		Send Lab Results	Danielle Smith	Open	Lab Results	Medium	October 19th, 2017,	2:18 PM	October 20th, 2017, 6:17 PM	

See our article for information on How to View an Archived/Deleted Task.