How do I view an archived/deleted task?

07/08/2024 7:49 pm EDT

In the Task Center, you can manage your current as well as your archived tasks.

1. Click on the three stacked lines () on the far right side to enter the task center. Search ♥♥ 03/25/22 Messages 0

2. Ensure all filters are set correctly to show the archived task you would like to see. Select the **Show Archived** button. All of your archived/ deleted tasks will appear.

Billi	ng Account	Help 📚	X				Search		≡+
Tas	sks								
As	ssignee: Danielle S	mith - Priorit	ty: All - All	due dates	•			Res	et filters
A	rchive Unarchiv	B Show arch	ived				1-1 OF 1	arch tasks	Q
	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

If you want to unarchive a task, you can by selecting the blue edit pencil (

) on the far right of the desired archived task.

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	Test 123	Danielle Smith	Open	Medium	August 4th, 2017, 10:50 AM		

Click the **Unarchive** button.

← Back			Unarchive
Test 123			
Assigned To	Start Date	Due Date	
Danielle Smith	August 4th, 2017, 10:50 AM	None	Add due date
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ask Notes	Add Task Note Related	d Items	+ Add 🗸
o notes.	No relate	d items.	

Select the back arrow and click the blue Show Archived button to take you back to your active tasks.

← Back				(Unarchive
Test 123					
Assigned To Danielle Smith	Start Date August 4th, 2017, 10:50 AM	Due Date None		Ac	ld due date
Priority	Category	Status			
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lo notes.	No related	items.			
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Click here for more information on How to Delete a Task.