

How do I view an archived/deleted task?

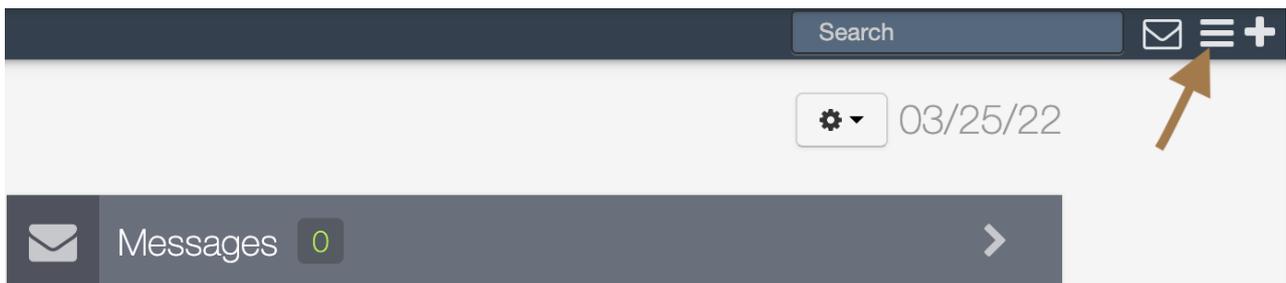
07/08/2024 7:49 pm EDT

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.



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.

Tasks

Assignee: Danielle Smith ▾ Priority: All ▾ All due dates ▾ [Reset filters](#)

Archive Unarchive **Show archived** 1-1 OF 1 Search tasks... 🔍

<input type="checkbox"/>	Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
<input type="checkbox"/>		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.

<input type="checkbox"/>		Test 123	Danielle Smith	Open		Medium	August 4th, 2017, 10:50 AM		
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Click the **Unarchive** button.

Task Details

← Back Unarchive

Test 123

Assigned To Danielle Smith	Start Date August 4th, 2017, 10:50 AM	Due Date None Add due date
Priority Medium	Category — None —	Status Open

Task Notes Add Task Note **Related Items** + Add... ▾

No notes. No related items.

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

Task Details

← Back Unarchive

Test 123

Assigned To Danielle Smith	Start Date August 4th, 2017, 10:50 AM	Due Date None Add due date
Priority Medium	Category — None —	Status Open

Task Notes Add Task Note **Related Items** + Add... ▾

No notes. No related items.

Tasks

Assignee: All ▾ Priority: All ▾ All due dates ▾ Reset filters

Archive Unarchive **Show archived** 1-6 OF 6 Q

<input type="checkbox"/>	Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
<input type="checkbox"/>		Send Lab Results	Danielle Smith	Open	Email	Medium	October 19th, 2017, 2:18 PM	October 20th, 2017, 6:17 PM	

Schedule Clinical Patients Reports Billing Account Help

+ New Task

Statuses Edit

- All
- Complete 1
- In Progress
- On Hold
- Open 1

Tasks

Assignee: All ▾ Priority: All ▾ All due dates ▾ Reset filters

Archive Unarchive Show archived 1-2 OF 2 Q

<input type="checkbox"/>	Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
<input type="checkbox"/>		Send Lab Results	Danielle Smith	Open	Email	Medium	October 19th, 2017, 2:18 PM	October 20th, 2017, 6:17 PM	
<input type="checkbox"/>		Test 123	Danielle Smith	Open		Medium	August 4th, 2017, 10:50 AM		

Click here for more information on [How to Delete a Task](#).