

How do I change the status of a task?

07/08/2024 7:52 pm EDT

Once you complete a task or need to change the status for any reason, please either click directly on the task itself, or on the blue pencil icon (



) towards the right of the screen.

You'll see this screen:

The screenshot shows the 'Task Details' page in the dr chrono interface. The task is titled 'test' and is assigned to 'Dane Rasmuson'. The start date is 'October 18th, 2017, 9:06 AM' and the due date is 'October 20th, 2017, 1:06 PM (2 days, 3 hours from now)'. The priority is 'Medium' and the category is 'Review Blood Work'. The status is currently set to 'Open'. The interface includes a sidebar with 'Statuses' (All, Complete, In Progress, On Hold, Open) and 'Categories' (All, Lab Results, Patient Call, Review Blood Work, Schedule Review, Test). There are also buttons for 'Add Task Note' and 'Related Items'.

As you can see, the status of the task is 'Open'. To change that, simply utilize the **Status** dropdown menu to change it from 'Open' to 'Complete' for example.

This screenshot is identical to the previous one, but the status dropdown menu is now set to 'Complete'. A red arrow points to the 'Complete' option in the dropdown menu. The 'Open' status is no longer visible in the dropdown.

If you go back to the task center homepage, you'll notice the 'Review Blood Work' category's status is now 'Complete'. You have the option of selecting either Open, On Hold, In Progress, or Complete.

+ New Task

Statutes

- All
- Complete **1**
- In Progress
- On Hold
- Open **3**

Categories

- All
- Lab Results **2**
- Patient Call **1**
- Review Blood Work **1**
- Schedule Review
- Test

Tasks

Assignee: All Priority: All All due dates

Reset filters

Archive Unarchive Show archived

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Search tasks... [input] [search]

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

To view how to create a category, please click [here](#).