

# Viewing Tasks by Due Date

07/24/2024 10:37 pm EDT

You can filter the view for tasks by different due dates in the task center

Click on the task center icon (



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Click on the **Due Date** filter dropdown menu and select the filter you would like to view the tasks by.

Associated patient	Title	Assigned by	Assigned to	Status	Category	Priority	Start date	Due date
Laurie Sample	Medication Question		Dr. James Smith	Open		Medium	7/8/2022 2:11 PM	7/12/2022 11:51 AM
Laurie Sample	Appointment Question		Dr. James Smith	Open		Medium	7/8/2022 1:58 PM	7/11/2022 11:51 AM
Laurie Sample	Attached Files		Dr. James Smith	Open		Medium	2/22/2022 10:27 AM	
Jenny Harris	Medication Calls	Dr. James Smith	Dr. James Smith	Open	Rx	Medium	5/7/2021 11:49 AM	5/8/2021 12:48 PM

Tasks that do not have a due date will appear under different filter views.

**All Due Dates:** Every open task appears with or without a due date

**Past Due Dates:** Past due tasks OR tasks without a due date

**Due Today:** Past due tasks, due today tasks, OR tasks without a due date

**No Due Date:** Tasks with no due date listed

Additionally, you can also apply other filters like **Assignee** and **Priority**. Once you have your desired filters applied, you can go through your tasks.

Associated patient	Title	Assigned by	Assigned to	Status	Category	Priority	Start date	Due date
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Laurie Sample	Appointment Question		Dr. James Smith	Open		Medium	7/8/2022 1:58 PM	7/11/2022 11:51 AM
Laurie Sample	Attached Files		Dr. James Smith	Open		Medium	2/22/2022 10:27 AM	
Practice Patient	Re: test 3		Dr. James Smith	Open	Lab Results	Medium	5/10/2021 12:12 PM	7/21/2022 11:49 AM
Jenny Harris	Medication Calls	Dr. James Smith	Dr. James Smith	Open	Rx	Medium	5/7/2021 11:49 AM	5/8/2021 12:48 PM