How do I edit a task?

07/24/2024 4:00 pm EDT

1. To edit a task that is assigned to you, please click on the task itself, or the blue pencil icon (

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) on the right of the screen.

Schedule Clinical Patier	nts Reports	Billing A	ccount He	lp	ŧ X				Search		≡+
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n Progress			ated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
On Hold				test test	Dane Rasmuson	Complete Open	Review Blood Work Patient Call	Medium Medium	October 18th, 2017, 9:06 Al		
	-			test 2	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 9:05 Al		1
Open	3			Task 1	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 8:04 A		
ategories All Lab Results	✓ Edit										
Patient Call	0										
Review Blood Work	0										
Schedule Review											
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2. After clicking on the task, you'll be redirected here, where you're able to make changes to who the task is assigned to, the task's priority level, the task category, the status, the due date, and even add a note.

Schedule Clinical Patients	Reports	Billing Account Help 🕏 🔀		Search	⊵ ≡ •
+ New Task		Task Details			
tatuses	Se Edit	← Back			Archiv
All		test			
Complete In Progress	0	Assigned To Dane Rasmuson \$	Start Date October 18th, 2017, 9:06 AM	Due Date October 27th, 2017, 1:06 PM (1 week, 2 days from now)	Remove Edi
On Hold Open	0	Priority Medium	Category Patient Call	 ♦ Open ↓ 	
ategories	& Edit	Task Notes	Add Task Note	lated Items	+ Add ∨
All		October 18th, 2017, 9:45 AM (edited)	Dane Rasmuson No	related items.	
Lab Results	2	Added note.	Dane Hashiuson		
Patient Call	0				
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3. You can also search for tasks via the **Search** box.

Schedule Clinical Patients	Reports	Billing Account He	əlp	\$ X				Search	<mark>2</mark> 2	≣+	
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In Progress		Associated patient	Title test	Assigned to Dane Rasmuson	Status Complete	Category Review Blood Work	Priority Medium	Start date October 18th, 2017, 206 AN			
On Hold			test	Dane Rasmuson	Open	Patient Call	Medium	October 18th, 2217, 9:06 AN			
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Categories	🖋 Edit										
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