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 (

) on the right of the screen.

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.

3. You can also search for tasks via the **Search** box.

dr chrono

Dane Rasmuson ▾   Dane Rasmuson (DaneRasmuson) ⏻

Schedule   Clinical   Patients   Reports   Billing   Account   Help

Search

Tasks

+ New Task

Statuses   ✎ Edit

All

Complete   1
In Progress
On Hold
Open   3

Categories   ✎ Edit

All

Lab Results   2
Patient Call   1
Review Blood Work   1
Schedule Review
Test

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

Archive   Unarchive   Show archived   1–4 OF 4   Search tasks...   🔍

	Associated patient	Title	Assigned to	⇕ Status	⇕ Category	⇕ Priority	⇕ Start date	⇕ Due date	
☐		test	Dane Rasmuson	Complete	Review Blood Work	Medium	October 18th, 2017, 1:06 AM	October 20th, 2017, 1:06 PM	✎
☐		test	Dane Rasmuson	Open	Patient Call	Medium	October 18th, 2017, 9:06 AM	October 27th, 2017, 1:06 PM	✎
☐		test 2	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 9:05 AM	October 19th, 2017, 1:05 PM	✎
☐		Task 1	Dane Rasmuson	Open	Lab Results	High	October 18th, 2017, 8:04 AM	October 20th, 2017, 12:30 PM	✎

Feedback   Support ✎   ❓ **Walk Me Through**   Practice Chat