

How do I delete a task?

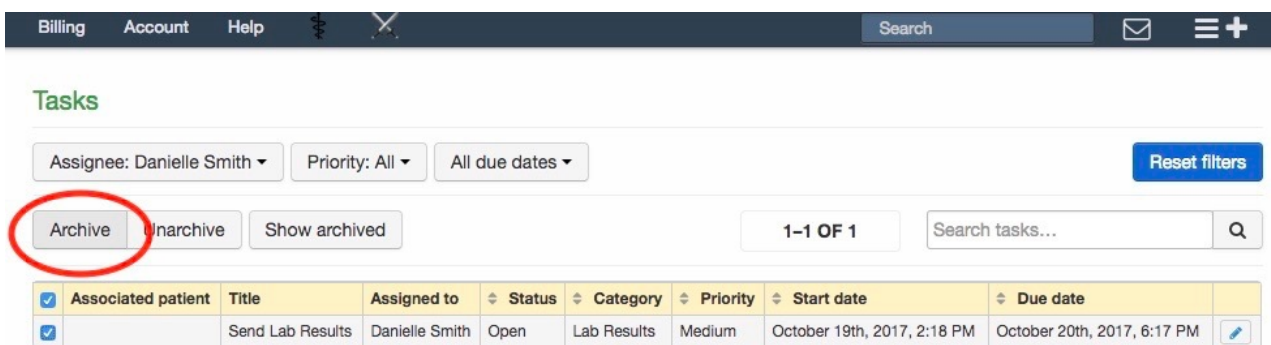
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To delete a task, you will need to archive it.

1. Click on the three stacked lines on the far right side of the DrChrono toolbar to enter the task center.



2. Ensure all filters are set correctly to show the task you would like to archive. Next, select the desired task by checking the white box on the left side. Once the task has been selected click the **Archive** button.



See our article for information on [How to View an Archived/Deleted Task](#).