

# How do I view an archived/deleted task?

07/24/2024 4:30 pm EDT

In the Task Center, you can manage your current as well as your archived tasks.

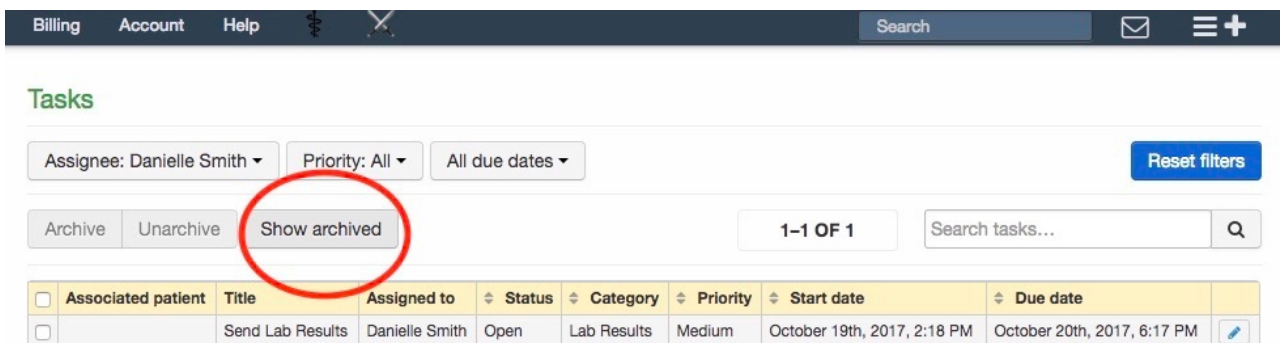
1. Click on the three stacked lines (



) on the far right side to enter the task center.



2. Ensure all filters are set correctly to show the archived task you would like to see. Select the **Show Archived** button. All of your archived/ deleted tasks will appear.



If you want to unarchive a task, you can by selecting the blue edit pencil (



) on the far right of the desired archived task.

<input type="checkbox"/>		Test 123	Danielle Smith	Open		Medium	August 4th, 2017, 10:50 AM		
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Click the **Unarchive** button.

## Task Details

← Back Unarchive

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**Test 123**

<b>Assigned To</b> Danielle Smith	<b>Start Date</b> August 4th, 2017, 10:50 AM	<b>Due Date</b> None <span>Add due date</span>
<b>Priority</b> Medium	<b>Category</b> — None —	<b>Status</b> Open

**Task Notes** Add Task Note **Related Items** + Add... ▾

No notes. No related items.

Select the back arrow and click the blue **Show Archived** button to take you back to your active tasks.

## Task Details

← Back Unarchive

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**Test 123**

<b>Assigned To</b> Danielle Smith	<b>Start Date</b> August 4th, 2017, 10:50 AM	<b>Due Date</b> None <span>Add due date</span>
<b>Priority</b> Medium	<b>Category</b> — None —	<b>Status</b> Open

**Task Notes** Add Task Note **Related Items** + Add... ▾

No notes. No related items.

## Tasks

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

Archive Unarchive **Show archived** 1-6 OF 6  Q

<input type="checkbox"/>	Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
<input type="checkbox"/>		Send Lab Results	Danielle Smith	Open	Email	Medium	October 19th, 2017, 2:18 PM	October 20th, 2017, 6:17 PM	

Schedule Clinical Patients Reports Billing Account Help

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**+ New Task**

**Statuses** Edit

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

**Tasks**

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

Archive Unarchive Show archived 1-2 OF 2  Q

<input type="checkbox"/>	Associated patient	Title	Assigned to	Status	Category	Priority	Start date	Due date	
<input type="checkbox"/>		Send Lab Results	Danielle Smith	Open	Email	Medium	October 19th, 2017, 2:18 PM	October 20th, 2017, 6:17 PM	
<input type="checkbox"/>		Test 123	Danielle Smith	Open		Medium	August 4th, 2017, 10:50 AM		

Click here for more information on [How to Delete a Task](#).