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 (image: on the far right side to enter the task center. Search image: oscillation of the far right side to enter the task center. Search image: oscillation of 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.

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As	ssignee: Danielle S	Smith - Priorit	ty: All ▼ All	due dates	•				Reset f	filters
Ar	rchive Unarchiv	e Show arch	ived				1–1 OF 1	Search	n tasks	0
	Associated patient	Title	Assigned to	Status	Category	Priority	Start date		Due date	
5		Send Lab Results	Danielle Smith	Open	Lab Results	Medium	October 19th, 2017	2:18 PM	October 20th, 2017, 6:17 PM	1

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

) on the far right of the desired archived task.

Test 123	Danielle Smith Open	Medium August 4th, 2017, 10:50 AM	
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Click the **Unarchive** button.

← Back			Unarchive
Test 123			
Assigned To	Start Date	Due Date	
Danielle Smith	August 4th, 2017, 10:50 AM	None	Add due date
Priority	Category	Status	
Medium	- None - \$	Open	\$
ask Notes	Add Task Note Related	ditems	+ Add ∨
lo notes.	No relate	d items.	

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

← Back					Unarchi	ve
Test 123						
Assigned To Danielle Smith	Start Date August 4th, 2017, 10:50 AM	Due D None	ate		Add due dat	te
Priority	Category	Status	3			
Medium \$	- None -	Oper	ı	\$		
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Click here for more information on How to Delete a Task.