

# How do I change the status of a task?

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Once you complete a task or need to change the status for any reason, please either click directly on the task itself, or on the blue pencil icon (



) towards the right of the screen.

You'll see this screen:

The screenshot shows the 'Task Details' page in the dr chrono interface. The task is titled 'test' and is assigned to 'Dane Rasmuson'. The start date is 'October 18th, 2017, 9:06 AM' and the due date is 'October 20th, 2017, 1:06 PM (2 days, 3 hours from now)'. The priority is 'Medium' and the category is 'Review Blood Work'. The status is currently set to 'Open'. The interface includes a sidebar with 'Statuses' (All, Complete, In Progress, On Hold, Open) and 'Categories' (All, Lab Results, Patient Call, Review Blood Work, Schedule Review, Test). There are also buttons for 'Add Task Note' and 'Related Items'.

As you can see, the status of the task is 'Open'. To change that, simply utilize the **Status** dropdown menu to change it from 'Open' to 'Complete' for example.

This screenshot shows the same 'Task Details' page, but the status of the task has been changed to 'Complete'. A red arrow points to the 'Status' dropdown menu, which now displays 'Complete'. The rest of the interface, including the sidebar and task details, remains the same.

If you go back to the task center homepage, you'll notice the 'Review Blood Work' category's status is now 'Complete'. You have the option of selecting either Open, On Hold, In Progress, or Complete.

