How to Manage Archived Tasks

Objectives

- Archive Tasks
- Unarchive Tasks

Steps

Archive Tasks:

In Lexzur, you have the option to archive or hide tasks from the task board.

Simply, go to Agile Task Board click on the action wheel at the top right of the page archive/hide tasks.

Documentation Tasks				Configure Board
Quick Filters:				Archive/hide Tasks
Assigned Team: All	 Assignee: Start typing 	 Creation Date≥: YYYY-M 	M-DD	:: YYYY-MM-DD
M20, Matter Name or Client Name	Contract/Document: Start typing	Q		
Active 267	In Progress 7	On hold 8	Done 11	Cancelled
Call Alyah to schedule m Call Alyah to schedule m T00000012 2021-12-08 Task Type: HR related	Review Johnny's contra Review Johnny's contra T00000015 2021-12-10 Task Type: Contract Revision § • •	meeting meeting T0000003 2021-10-27 Task Type: Expert Meeting ♪	notify the insurance co notify the insurance co T00000002 2021-10-07 Task Type: Notifying opponents G Č Č	
منتدات المطوية الى شركة الترجمة	Send the legal docs to b (2) Send the legal docs to b T00000017 2021-12-13	Schedule a meeting with (2) Schedule a meeting with T00000016 2021-12-18	please do the following r please do the following r T00000001 2021-10-10	
Task Type: Translation	Task Type: Translation	Task Type: Expert Meeting [§] [§] [↑] [§]	Task Type: Research	
legal docs review	Review the General Emp	Review Modern Structur	Schedule a meeting nex	Ο

All you have to do now is to choose the statuses of tasks that you want to archive. Also, you can choose whether to archive or hide them.

You have the option to filter tasks by their due dates as well.

Archive/hide Tasks	×
Status	
4-Cancelled	
Туре 😯	
Archive Tasks	•
Due Date	
Equal - YYYY-MM-DD	ش
Save	Cancel

Unarchive Tasks:

To retrieve archived tasks, go to the tasks module advanced search change the Archive filter to "Yes" submit.

LEXZUR Dashboards	s - Agile - Cont	acts - M	atters - Tasks Contracts	& Documents - Repor	ts - Time - Billing - More × Cre	ate 🕂		Universal Search 🔍 Ō 📭 🛗 🤅	ን 🖞 🖑 🎄 🔔	
Priority	Equal	~	Select		Task Type	Equal	~	Select		
More Filters Criteria 📖 🛶										
Created By	contains	~	Start typing	Q,	Created On	Equal	~	YYYY-MM-DD		
Modified By	contains	~	Start typing	Q,	Modified On	Equal	~	YYYY-MM-DD		
Archived	Equal	~	Yes	~	Due Date	Equal	~	YYYY-MM-DD		
Location	contains	~	Start typing	Q,	Effective Effort	Equal	~			
Contributors	Equal	~	Select							
Alternative user	Equal	~		Q,	Requirements	Equal	~	Select		
Company	Equal	~		٩,						
Reset Submit [Hide]										
My Tasks Requested by me All Tasks Contributed by Me										
1 - 8 of 8 items 🖒								٩	Columns	
			Advanced Workflow Status Filter							

All the archived tasks will appear here.

If you want to unarchive them, simply click on the checkbox beside the tasks tools unarchive.

My T	asks Requeste	ed by me All Tasks	Contributed by Me						🕒 Expo	rt • \$Tools •
1 - 1 of 1	l items 🖒							Search	٩	Unarchive
								Advanced	Workflow Status Filter	
	ID	Title		Matter Name	Туре	Related Contract/	Description	Assigned to	Due Date	Workflow Status
2	T0000003	review docs		Consultation Request for Kevin Harris	Review			stephan luiz	2023-04-06	5-Done

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!