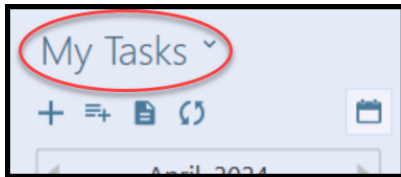




ACL5

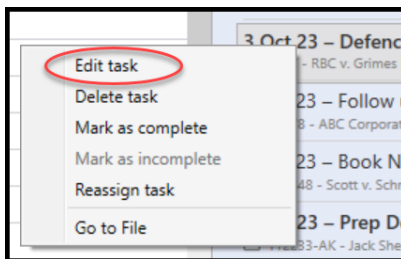
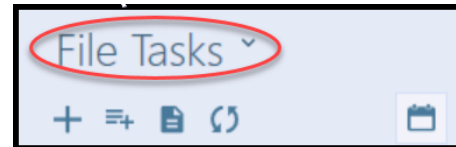
EDITING, DELETING OR COMPLETING A TASK

Editing a Task



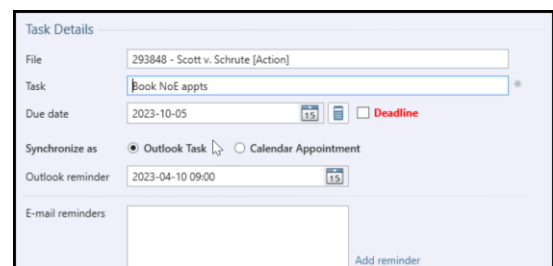
If the status of the task is **Overdue**, **Due Today** or due within the **Next 7 Days**, ensure that your task pane is set to **My Tasks**.

If the status of the task falls outside of the above time range, ensure that your task pane is set to **File Tasks**.



Right click on the task and click **Edit Task**.

Make any required changes and click **OK** once complete.



For assistance contact:

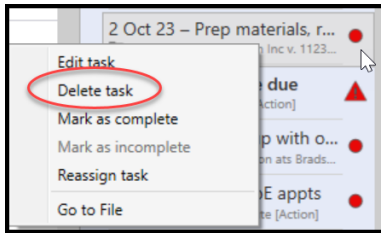
ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyedurham.com

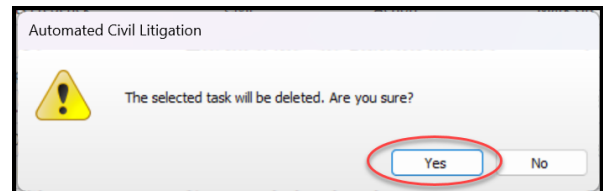
dyedurham.ca

Deleting a Task

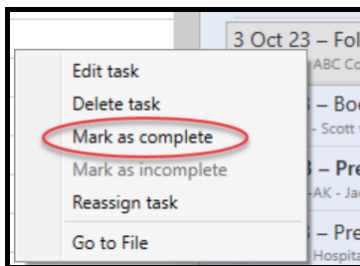


Locate the task to be deleted (follow the steps for **Editing a Task**). Right click on the task and select **Delete Task**.

Click **Yes** to delete the task.

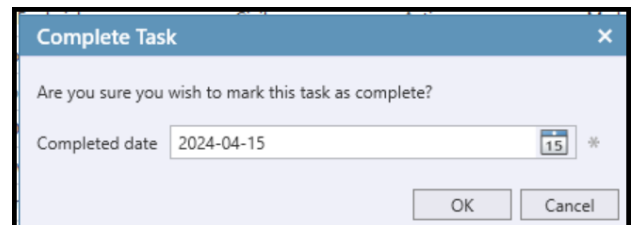


Completing a Task



Locate the task to be completed (follow the steps for **Editing a Task**). Right click on the task and click **Mark as Complete**.

The **Completed date** will default to the current date. Click on the calendar icon to select a different date if required. Click **OK**.



For assistance contact:

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When being **certain** is everything

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