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**Filtering tasks within Netsmart allows users to view Incomplete Tasks or All Tasks.**

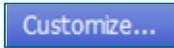
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### Customizing View of Tasks

Depending on the need, setting the Task filter will display only **Incomplete Tasks** or **All Tasks**. The setting may be changed on the **My Day** screen or in a patient chart. Once changed, it will keep the setting on all screens.

➤ **How to Access**

- My Day: Select **Customize**
- Patient Chart: Select **General > Patient Tasks > Customize**




➤ **How to Customize**

**STEP 1:** Click **Filter** button.

**STEP 2:** Choose **filter**.

- **All Tasks** display tasks regardless of status.
- **Incomplete tasks** and **Include Tasks with no Due Date** displays incomplete tasks.

**STEP 3:** Click **OK**.

