

# How to Manage Archived Tasks

## Objectives

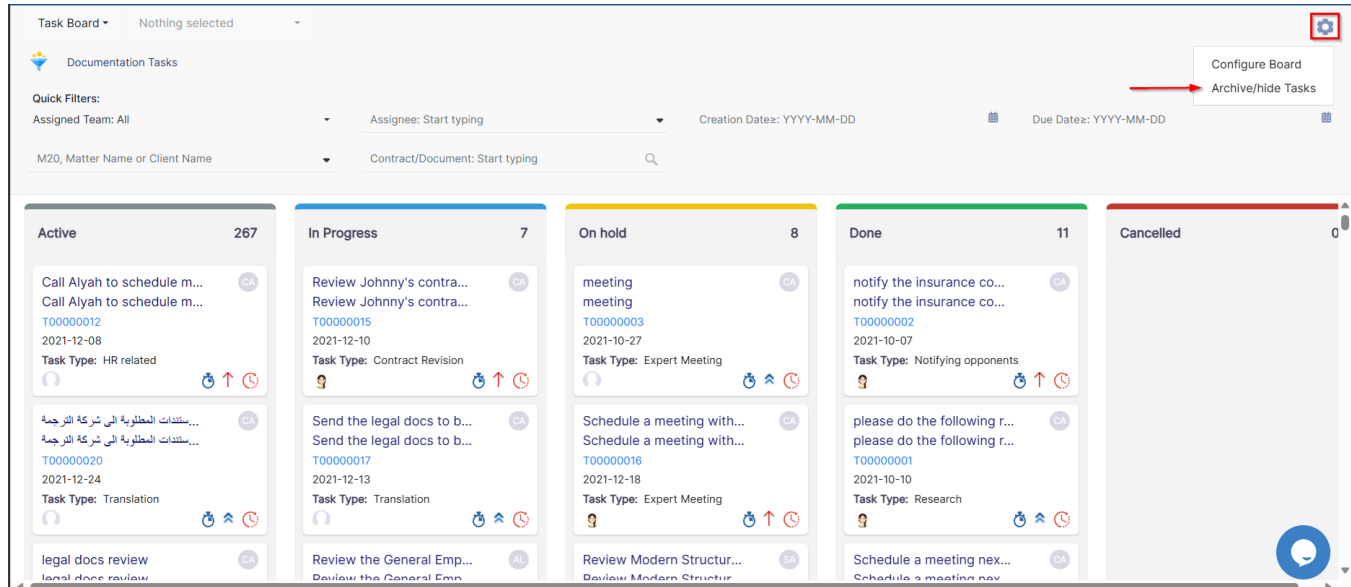
- Archive Tasks
- Unarchive Tasks

## Steps

### Archive Tasks:

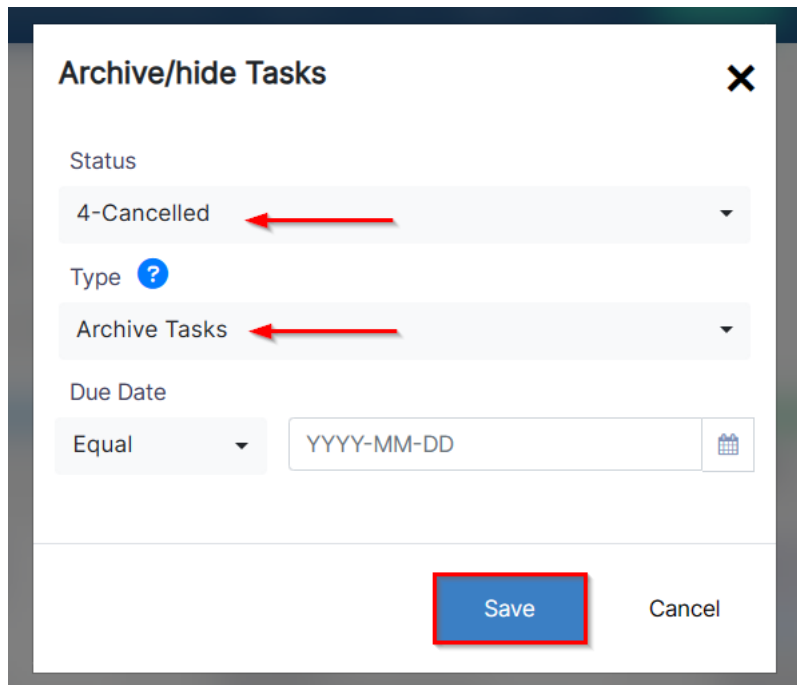
In Lexzur, you have the option to archive or hide tasks from the task board.

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



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.



Unarchive Tasks:

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

LEXZUR

Dashboards

Agile

Contacts

Matters

Tasks

Contracts & Documents

Reports

Time

Billing

More

Create

Universal Search

27

10

Priority

Equal

Select

Task Type

Equal

Select

More Filters Criteria

Created By

contains

Start typing

Modified By

contains

Start typing

Archived

Equal

Yes

Location

contains

Start typing

Contributors

Equal

Select

Alternative user

Equal

Company

Equal

Created On

Equal

YYYY-MM-DD

Modified On

Equal

YYYY-MM-DD

Due Date

Equal

YYYY-MM-DD

Effective Effort

Equal

Requirements

Equal

Select

Reset

Submit

[Hide]

My Tasks

Requested by me

All Tasks

Contributed by Me

Export

Tools

1 - 8 of 8 items

Search

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 Tasks

Requested by me

All Tasks

Contributed by Me

Export

Tools

Unarchive

1 - 1 of 1 items

Search

Advanced

Workflow Status Filter

<input type="checkbox"/>	ID	Title	Matter Name	Type	Related Contract/...	Description	Assigned to	Due Date	Workflow Status
<input checked="" type="checkbox"/>	T00000003	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](mailto:help@lexzur.com).

Thank you!