


# Change Appointment Task Status

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1. Select **Appointments** > **Scheduler**.
2. Find your appointment.
3. Open the **Appointment**.
4. Locate and click on **Tasks** from the right-hand side panel.
5. Click the **Task**.
6. Use the **Status** drop-down menu to assign this task a new status.



Click the  icon to see view a list showing when and by whom the status of the task was changed.

3. Click **Done**.
  4. Click **Save**.
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