

## Changes to Archiving Tasks

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If you click on the X to archive a task from your Tasks Inbox when the Task has been resolved (there is a check mark in the left checkbox), the Task is removed from your Inbox (no change to this procedure).



However, new with release 5.18, if you click on the X to archive a task from your Tasks Inbox when the task is still active (there is no check mark in the left checkbox), the Task is removed from your Task Inbox AND you are removed from the On Task list.



Archiving an active task indicates to other users on the Task that you are not interested in this task or believe you have no role to play in the resolution of this task.

If other users want to communicate with you about this task, they must add you to the On Task list before entering a comment for you to see.