Removing a Progress Due For Action item from your Desktop

For a single line, highlight the ‘Action Date’ column and delete the date for that item, then hit update.

To remove multiple entries, click the ‘select’ box for each item required and hit the ‘process’ button. From the ‘Select Process’ form go to the ‘Mail Merge’ tab and select ‘Change State/Action Date’ button.

Setting the date to blank will remove them from the desktop form.

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