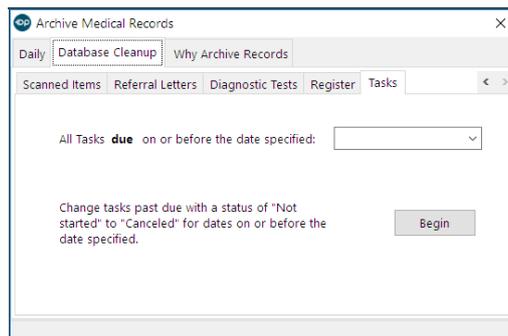# Database Cleanup: Tasks

Last Modified on 04/28/2023 8:27 am EDT

Version 21.1

Path: Admin tab > Archive Records button > Database Cleanup tab > Tasks tab

About

The Tasks tab of Database Cleanup updates the status of all 'Not Started' Tasks with a due date on or prior to the date entered in the tab to 'Canceled'.

Set Tasks Update Criteria

1. Navigate to the Tasks tab of Database Cleanup by following the path above.
2. In the **All Tasks due on or before the date specified** field, enter a date or use the drop-down to select a date from the calendar. This determines the date, including the selected date, for which Tasks with a status of 'Not Started' will be updated.
3. Click the **Begin** button to proceed.
4. A confirmation window displays the number of Tasks that will be updated. Click **Yes** to proceed.
5. Once complete, a dialog box displays informing that the Tasks have been updated. Click **OK**.