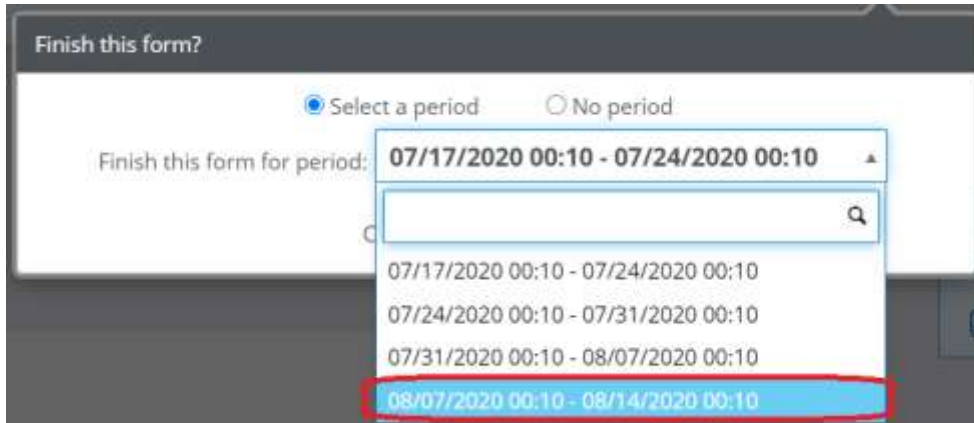


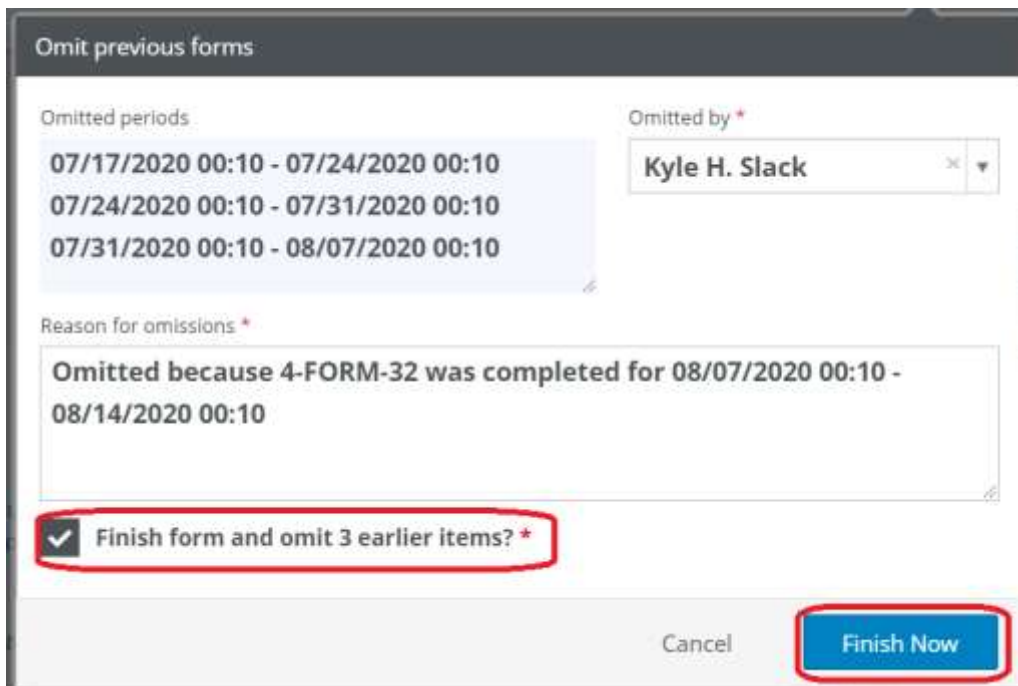
## Omit Previous Tasks (from a stand by period)

During short stand by periods, some tasks may stack up, making it look like you are way behind on tasks. Here's how to omit the previous tasks.

Open and finish the task for the current week/ period. When you click **Finish Now**, Helm will default to make you choose a work period for this task. Choose the current period, then **Next**.



A window will show which time periods you will omit for that task. Check the box for Finish form and omit earlier items. Then Finish Now.



That should bring your tasks up to the current date and no longer show the previous due dates.