

Quick Reference Guide

Cancelling ED Tasks



1 Select the patient from the **Patient list**.

2 Locate the **Task** section

3 Hover your mouse over the desired task.
Select on the drop-down arrow ▼

4 Select **Cancel Task**.

5 Task is then cancelled and will display greyed/crossed out.



On the UEC dashboard if a task has been cancelled will display in grey/crossed out with a 'x'.

Once a task has been cancelled it cannot be re-opened. A new task would need to be created.