

Quick Reference Guide

Adding Tasks on the Dashboard



1

Select **Patient List** from the top tabs.

Select the correct area from the top-right and the correct **Profile (UEC Dashboard)** for ED Areas and (**SDEC Dashboard** for SDEC areas) to view the patient list.

2

Ensure the correct patient is highlighted, double click in the **Tasks** column on the dashboard.
Select **ED Tasks**.

3

Pop up window appears for task category.
Click on the drop-down box to select task.



Tasks can be scheduled for later - the time inputted will be the time they appear in the task column.

4

Complete **Additional Information** as required and select **Add**.
repeat process for additional tasks.
Select **Close** when finished.



Your **Tasks** column should now show flags for the tasks added.
Red = not assigned, Amber = assigned and Green = completed.