

Quick Reference Guide



** Assigning Tasks to Other Staff **



Assigning an ED Task will not ping/alert your colleague even if they are logged into a mobile device. The pings/alerts are only sent with the "**Offer to**" option.

HCSW **should not** assign tasks to other staff despite this being an available option.

1

Select the patient from the patient list.
This takes you by default to their **Clinical** page.

2

Locate the **Task** section.

3

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

4

Select **Assign**.

5

From the pop-up window, select or search the name of the staff.



If staff are logged in to the mobile device, the dot beside their name will appear green. If they are not, this will appear red.