

Quick Reference Guide



Adding Tasks from Patient's Clinical Page

1

Select patient from **Patient List** to view clinical page.

2

Locate Tasks section and select the '+'

All Tasks ▾

+

3

Select **ED Tasks**.

4

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.

5

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.