

Quick Reference Guide

Updating ED Tasks



1 Select patient from UEC dashboard.

2 Locate the **Task** section on the patient's clinical page.

3 Hove your mouse over the task. Click on the appearing drop-down arrow ▼

4 Select applicable option.

5 Go back to your UEC Dashboard by selecting **Patient List** from the top.

The colour of the task flags should now be updated on the **UEC Dashboard**.

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- Red means the task has not been assigned.
- Amber means the task has not been assigned.
- Green means the task has not been completed.
- Grey with x means the task has been cancelled.