

Quick Reference Guide

Offering Tasks to Other 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.

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 **Offer to...**

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



Once a task is offered to staff, they will receive a ping/alert on their mobile device **if** logged in.

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