

Quick Reference Guide



Adding Comments on ED Tasks from a Mobile Device

1 Select patient from the patient list.

2 Scroll down the page to go to the **Tasks** section.
Select **Open**.

3 From the list, select the desired task.

4 From this Task Detail pop-up page, select **Add Comments**. (this will just appear as regular text, not an obvious button)

5 Type in your comments in the free text box.

6 Select **Add** once completed.

7 Your comments will now show on the screen together with the date and time they were added and the user's name.