

Adding a Task

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Add Task via CR Dashboard

Steps:

1. Click **Dashboard**
2. Click **Task**
3. Click **New**
4. Select **Task type**
5. Select and complete relevant fields:
 - Patient/Contact
 - Assigned to
 - Note
 - Start Date
 - Due Date
 - Due Time
6. Click **Create Task**

New Test Task

Patient/Contact *

Select a Patient

Assigned To

Select a Staff Member

Assigned Location

Select a Location

Note

Start Date

Due Date

Due Time

Create Task

Cancel