4. Task Inbox
Administrative Users

Scenario

You are an Administrative user reviewing the documents sent to you with various Tasks to complete from the Clinical users.

Task

- From the Home screen, click on **Tasks** tile in the blue bar – This takes you to your Task Inbox.

This will show you the tasks associated with the patient documents, ordered by Urgency, and then most recent first.

- Using the left to right working methods, click on the top Task Card, this will then display the preview of the document in the middle of the screen, and any subsequent Tasks available on the right.

Details of Task type, Document type, Patient details, Priority and any Comments are all shown in the Task Cards on the left.

- On the right-hand side, you will see headings:
  View in [Clinical System] / Annotate / Quicksteps / Add Tasks / Add Comments / More Actions.
  Clicking on these headings will show you all the content available.

The functions of CC and Forward are available in More Actions.

NB. 'View in [Clinical System]' function will not work in the familiarisation Application.

You can choose an action from these submenu's and click confirm. You can also select an item as a favourite which will display the chosen item on the main screen under the relevant heading. By clicking on the Star outline, making it 'solid' will define it as a favourite. Repeat as required.

- Please process the Tasks in your inbox using Quicksteps and/or Tasks and Comments to reflect your input involvement in the tasks.

Repeat

Now, do this with the other documents in the inbox, responding as required to the Tasks.

Outcome

You should now be confident to respond to a Task from another user.