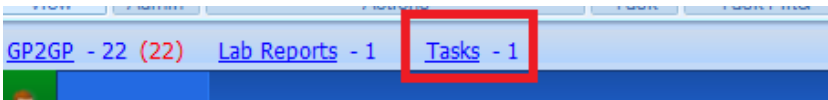


Partners in improving local health

## NECS Clinical Systems Specialist Team EMIS Web - Tasks Action / Update

### Reply to a Task

1. Tasks can be accessed from either:
  - a. the **Tasks** Hyperlink or
  - b. from **Tasks** section of **Workflow Manager**



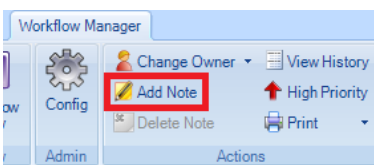
2. To Reply click to select the task, click **Reply** and select **Reply to Sender** or **Reply to All**



3. Type in your reply in **Notes** and do one of the following:
  - a. Click **Send & Complete**, to send a reply to the sender and complete the task in your task list
  - b. Click **Send**, to send a reply to the sender and leave the task outstanding in your task list

### Update a Task

1. Click on the task you want to update and click **Add Note**, type the update and click **Close**

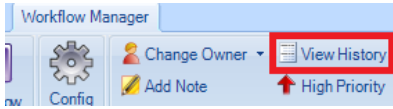


2. The task will now have a notepad icon next to it to indicate a note has been added. You can click on the notepad icon to read the note

**Note: Forward** can be used to update tasks, forward to the same group, write an update in the task and click send and complete

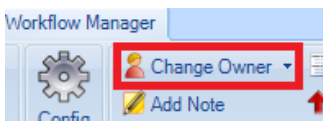
## View history (Audit)

1. Click **View history** to show the audit trail for that particular task



## Change Owner of a Task

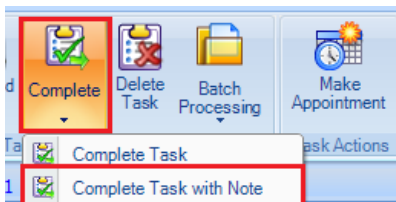
1. Click on the task you want to re-allocate and click **Change Owner**



2. Select user from the list or **Find user** and search for user and click **OK**

## Complete a Task

1. Select the task, click **Complete** and select **Complete Task with Note**



2. Type comments in the box about the outcome of the task, and click **OK**

