

Adhoc Task Auto-Closures

Adhoc Tasks will now automatically close 28 days after the overdue date/time, if the task has not been completed.

- Once a task passes its overdue date/time, a 28-day countdown begins.
- If the task is not completed within those 28 days, the system will auto-close it.
- Auto-closed tasks will no longer appear as active and will be marked as ended by the system.

A reminder of this is shown within the form in a red notification box:

Please note:

All tasks will end automatically 28 days after overdue date/time if not completed. If more time is required for completion, extend due or overdue date.

If you need more time to complete a task, you can amend the overdue date/time via the Task column on the Multi Patient View (MPV) or via the Task widget or on the right-hand side of the Single Patient View (SPV)



Using the MPV

Select the red (Overdue) tasks icon to open the Task window

Doctor Tasks	Nurse Tasks	Other Tasks	Tasks
1!	4!	4! 1	7! 1

From here, select the blue box (next to the Task you wish to amend) and click Edit



Beneath the Due Date and Overdue Date fields, you must tick the below box in order to change these dates

Do you want to change the due or overdue date / time?

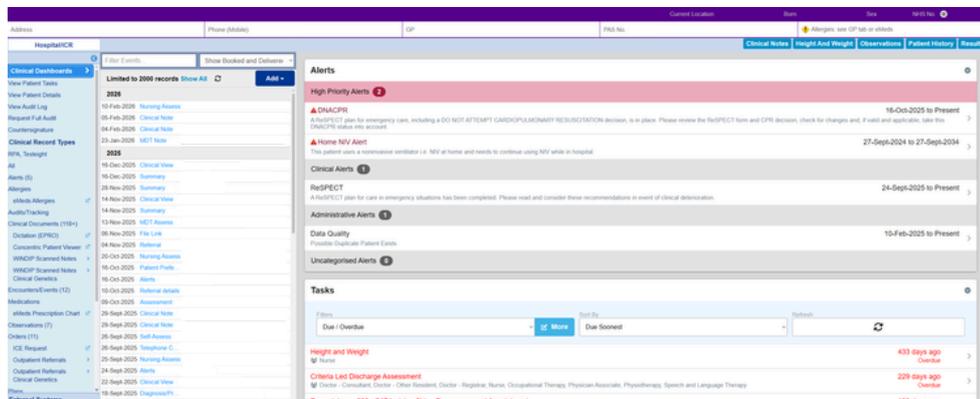
I want to change the due or overdue date / time

After you have amended the date/time, you must complete the **Edit Task Reason** section of the form to indicate your reasoning for editing the task.

Once the task has been updated, the 28-day auto-closure counter resets and will recalculate automatically based on the new overdue date/time

Using the SPV

Navigate to a patient's record - the Task widget is located on the right-hand side (below Alerts)



From here, select the blue box (next to the Task you wish to amend) and click Edit



Beneath the Due Date and Overdue Date fields, you must tick the below box in order to change these dates

Do you want to change the due or overdue date / time?

I want to change the due or overdue date / time

After you have amended the date/time, you must complete the **Edit Task Reason** section of the form to indicate your reasoning for editing the task.

Once the task has been updated, the 28-day auto-closure counter resets and will recalculate automatically based on the new overdue date/time

