The Leeds Teaching Hospitals
NHS Trust

Tasks

USER GUIDE

#LeedsDigitalWay
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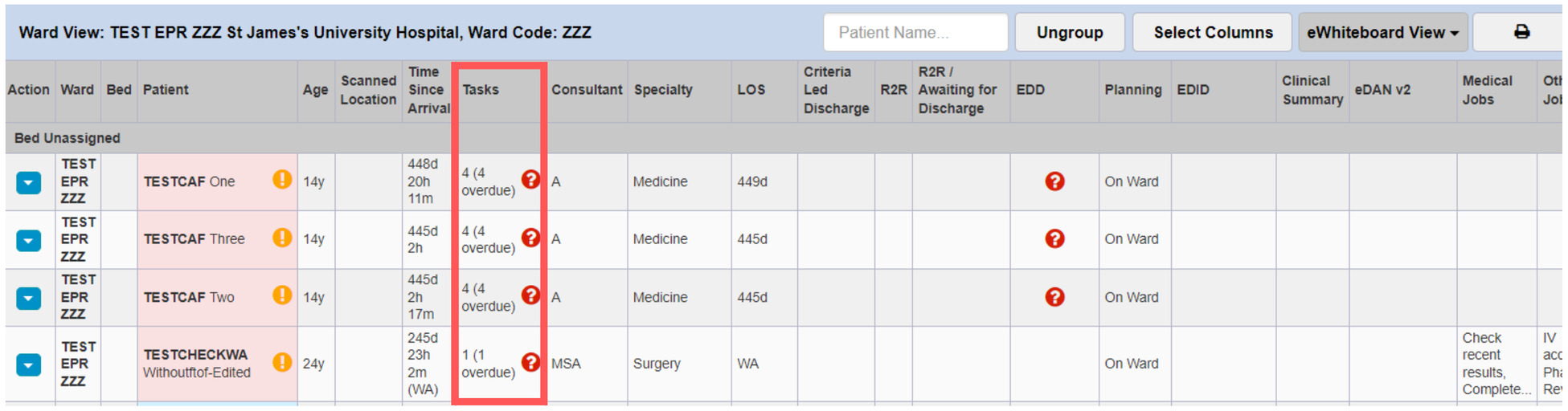
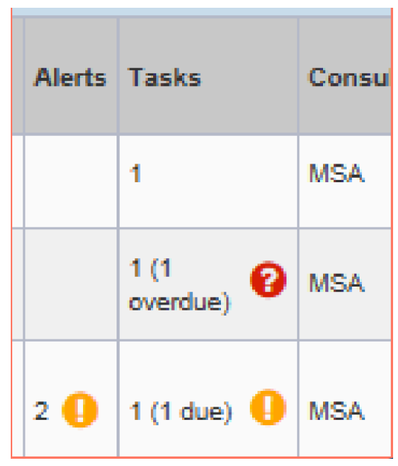
Tasks functionality in ppm+ has been developed to support the provision of high quality patient care by providing a visual prompt to inform users when the associated eform requires completing. There has been a recent update to the Tasks window within the Multi Patient View.

1 When patients have open **Tasks**, this will show as a numerical value in the **Task column** on your ward **eWhiteboard** and also in the Task column on your desktop multi-patient view.

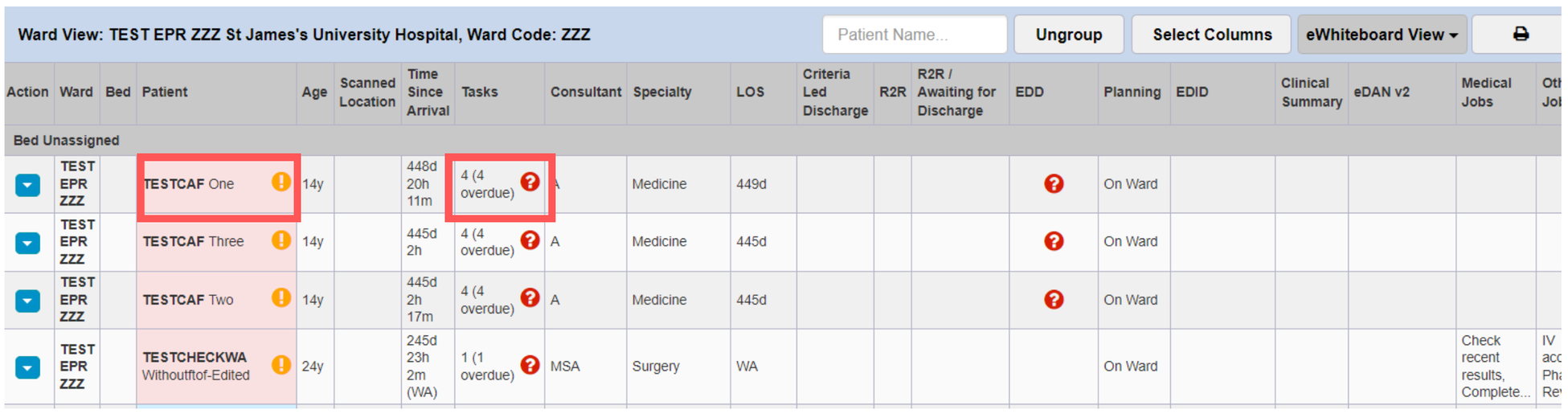


2 When a task becomes **Due** you will see an exclamation mark in the Tasks column.
If the task becomes **Overdue** a **red question mark** will be seen in the **Tasks column**.



Please note, if you cannot see the Task column on your multi-patient view, it can be added via 'Select Columns'.

3 Open the **Multi Patient View** in **PPM+**. Click on the **Task** box for your selected patient.



For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

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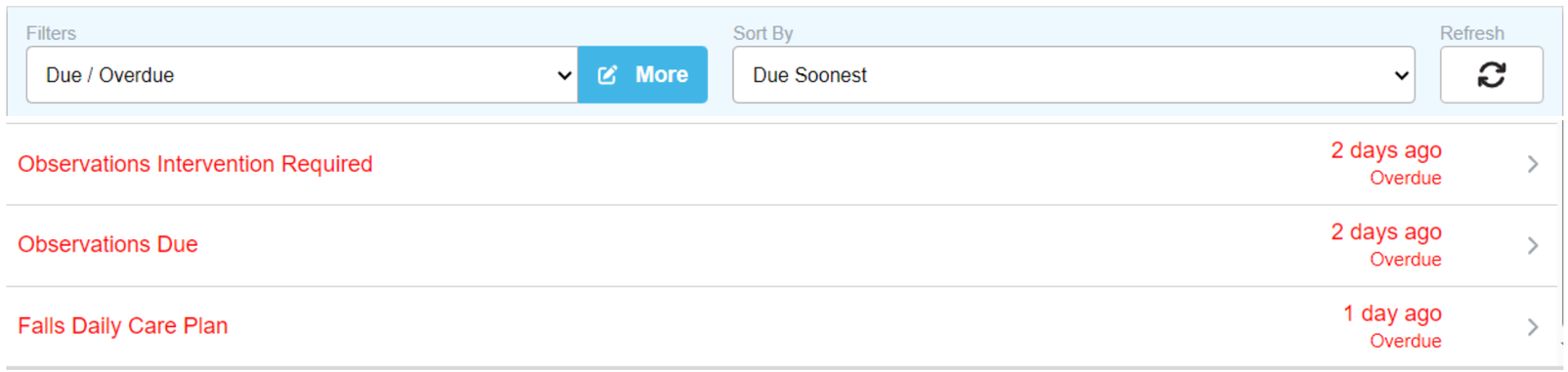
This will open the **Tasks window** for your selected patient.

The **Tasks window** will automatically default to show **Due / Overdue tasks**.

Selecting the **Task** will open the associated eForm, for you to complete the outstanding task

Once you have **completed** and **submitted** the eForm, the **Task** will **close** and the **Task** column on the **Multi Patient View** will be updated.



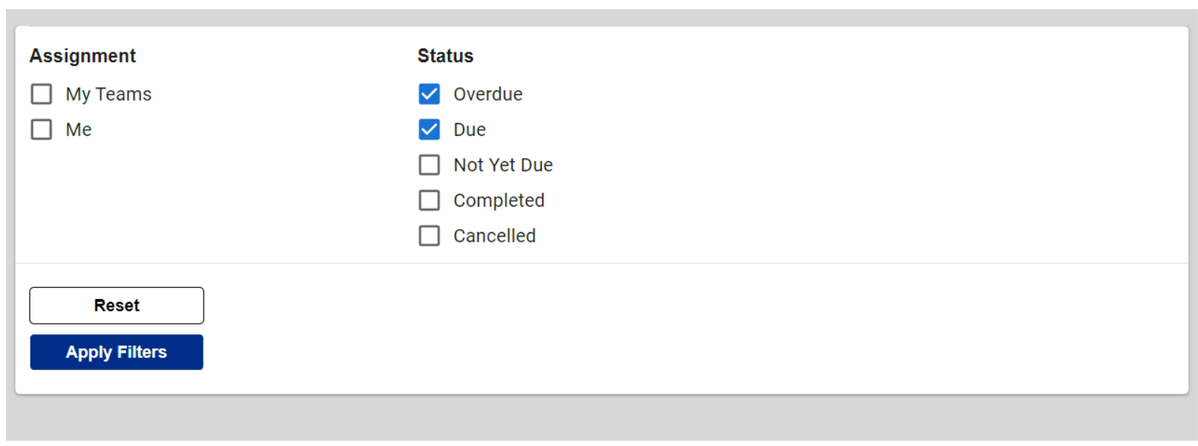
5

It is possible to filter the **tasks** you see the **Patient's Task window** by clicking on **More**.

6

Within this section, you can **filter** the **Task window** to show the tasks you only wish to see. Select the **filters** you wish to apply by clicking the tick box next to the **filter** you wish to **add** or **remove**.

Please be aware, Assignment filters (My Teams and Me) are linked to Adhoc tasks and will be functional when the Adhoc Task project is live Trust Wide, this will provide more visual benefit.



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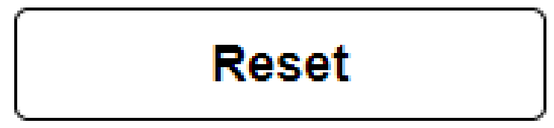
7 If you **add** or **remove** any **filters** by mistake, click on the **Reset button** to go back to the **default filters**.

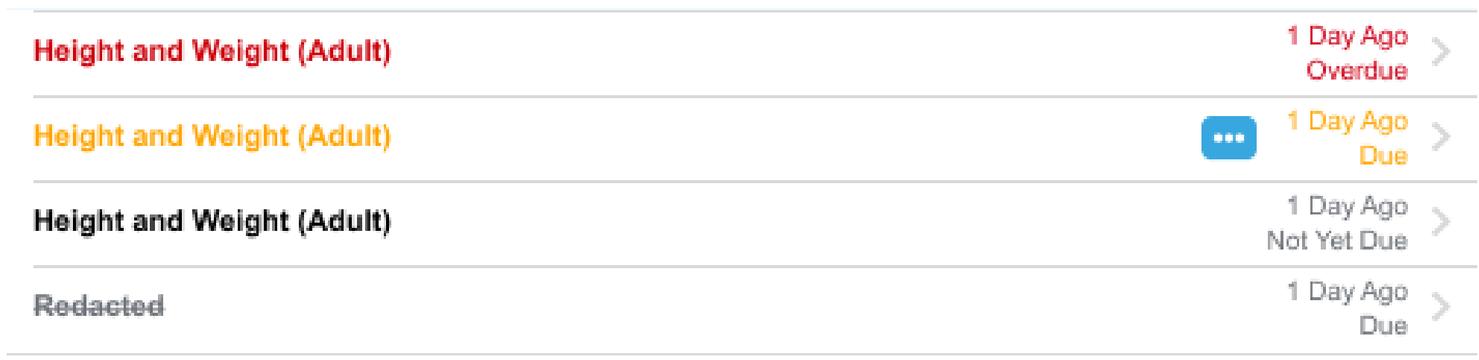


8 When you are happy with the **filters** you have selected, click on **Apply Filters**.

9 **Status meanings and how they display in the task window:**

Tasks which are not due yet show in **black text.**
Tasks which are due show in **amber text.**
Tasks which are overdue show as **red text.**
Tasks which are cancelled show as **greyed text.**

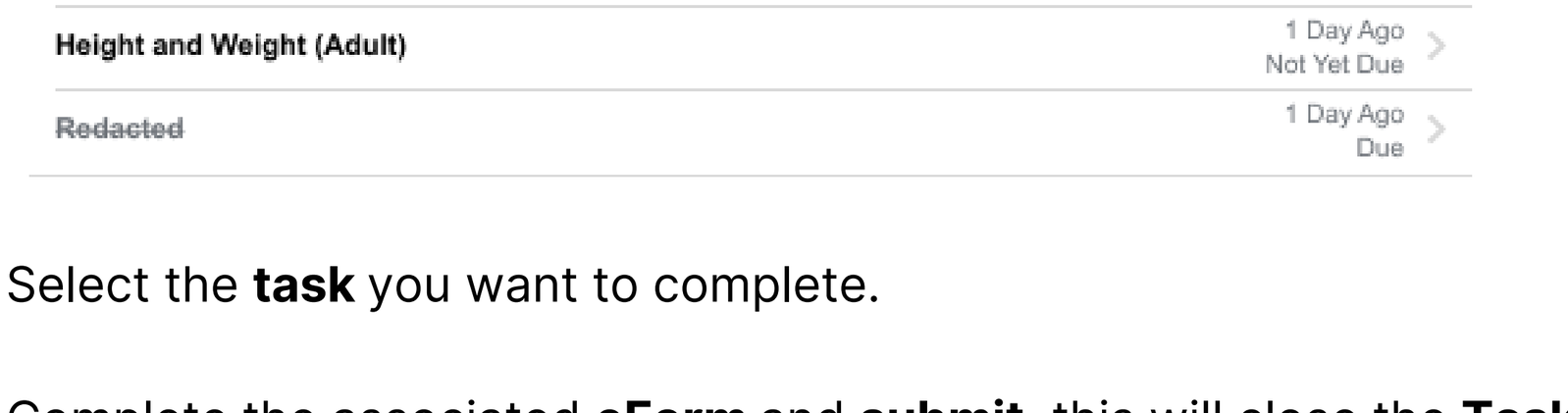
Please see the example below



Select the **task** you want to complete.

Complete the associated **eForm** and **submit**, this will close the **Task**.

10 You can sort the **Task window** for your Patient by **Due Soonest**, **Least Due**, **A - Z** and **Z - A**. Click within the **Sort By** field to select how you wish to sort the **Task window**.



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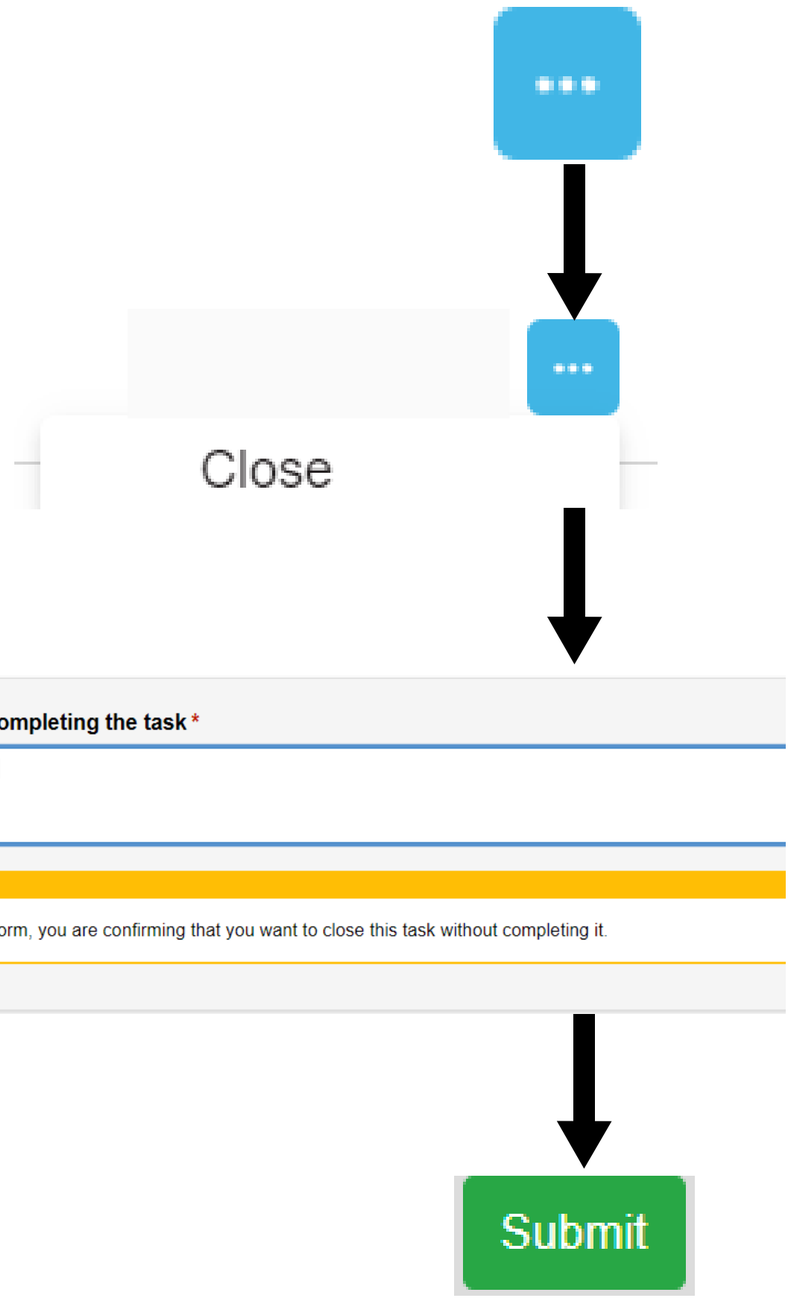
For some **eForms**, you will be able to select to **close** the associated **task** without completing the **eForm**, for example when a patient is end of life. To do this, click on the **blue action** button and select **close** and then complete the **associated text box**. Finally, click on **Submit**. This will **close** the **task** and prevent it from automatically recurring.



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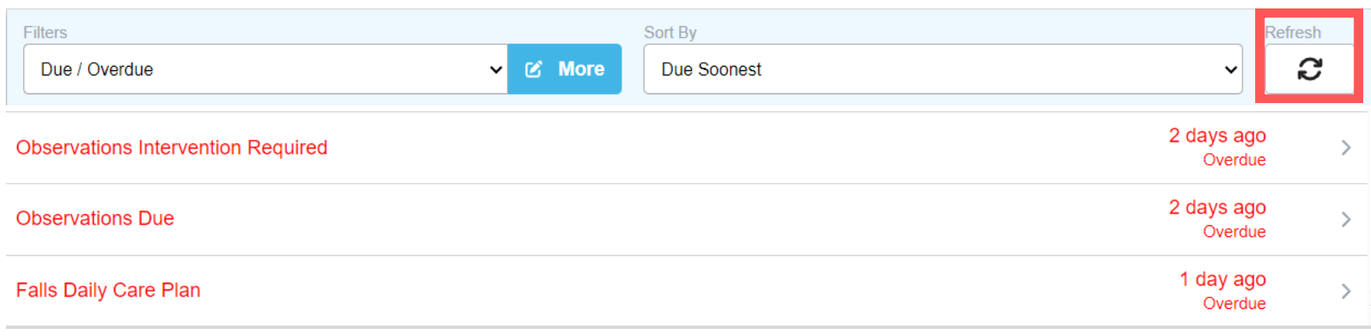
Click on the **Refresh button** on the **Task window** to get the most up to date **list** and **status** of **tasks** for your Patient.



You can also complete Tasks via ppm+ mobile app.

Once you have logged into PPM+ mobile app, select your patient, then select Tasks. The Task window will open. The functionality is exactly the same on the PPM+ mobile app as it is on the desktop version of PPM+.

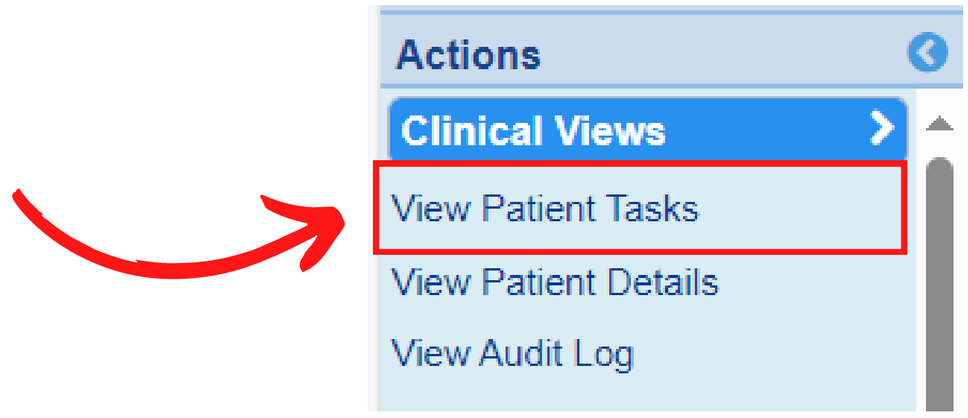
To find out more information on how to use the PPM+ mobile app, **Click Here** or visit the PPM+ Help Site and navigate to the PPM+ mobile app page.

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0599

The **Task window** and the **functionality** as shown in the **Multi Patient View** is also available in the **Single Patient View** on **PPM+**, making it easier to view the patient's tasks without having to access the **Multi Patient View**.

To access the **Task window** for your patient, click on **View Patient Tasks** in their **Single Patient View** within the **Actions column**.



Please see the View Patient Tasks poster by Clicking Here.

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net

IT Service Desk

Please contact the **IT Service Desk** to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

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https://lth-dwp.onbmc.com

If you would like to make a **Request For Work to PPM+**, **Click Here** to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at **ITTraining.LTHT@nhs.net** if you require **further training on PPM+** or any other Clinical System.

PPM+ Help Site: https://www.ppmsupport.leedsth.nhs.uk/

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