

# Update to the Tasks window within the Multi Patient View in PPM+

## What's new?

- We have updated the **Tasks window** with an **improved appearance**.
- There are new Filters to allow users to easily find Due and Upcoming tasks, with the additional option to organise by priority by selecting **most due** and **least due**.
- You can now refresh the **Tasks window** to make sure current tasks for your Patient are up to date.
- **Functionality** and **appearance** of **Task window** matches **Patient Tasks** dashboard within the **Patient's Single Patient View**. [Click Here](#) to find out more about accessing the **Patient Tasks** dashboard.

## How do you access the Task window via the Multi Patient View?

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

This will open the **updated Tasks window** for your selected **Patient**.

Action	Ward	Bed	Patient	Age	Scanned Location	Time Since Arrival	Tasks	Consultant	Specialty	LOS	Criteria Led Discharge	R2R / Awaiting for Discharge	EDD	Planning	EDID	Clinical Summary	eDAN v2	Medical Jobs	OT Job
Bed Unassigned																			
	TEST EPR ZZZ		TESTCAF One	14y		448d 20h 31m	4 (4 overdue)		Medicine	449d				On Ward					
	TEST EPR ZZZ		TESTCAF Three	14y		445d 2h	4 (4 overdue)	A	Medicine	445d				On Ward					
	TEST EPR ZZZ		TESTCAF Two	14y		445d 2h 17m	4 (4 overdue)	A	Medicine	445d				On Ward					
	TEST EPR ZZZ		TESTCHECKWA Withoutof-Edited	24y		245d 23h 2m (Wk)	1 (1 overdue)	MSA	Surgery	WA				On Ward				Check recent results, Complete...	IV acc Ph: Re

Filters: Due / Overdue More Sort By: Due Soonest Refresh

- Observations Intervention Required 2 days ago Overdue >
- Observations Due 2 days ago Overdue >
- Falls Daily Care Plan 1 day ago Overdue >

## Wish to learn more?

[Click Here](#) to view the updated **Tasks User Guide** or visit the **PPM+ Help Site** and look for the **Tasks** page in the **A-Z** to view the **User Guide**.