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**This Quick Reference Guide (QRG) demonstrates the basic use of Assigning Task in Enterprise Imaging (EI).**

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### **Assign a Task to Yourself**

From a Task list screen (except the Assigned to me Task list):

**STEP 1:** Click the appropriate task.

- The selected task highlights.

**STEP 2:** Right-click the task; then click **Assign to me**.

- The screen updates to display name in the Assigned to column, and a task is added to the Assigned to me section in the Navigation area.

### **Assign a Task to Someone Else**

From the Assigned to me Task list screen:

**STEP 1:** Click the appropriate task.

- The selected task highlights.

**STEP 2:** Right-click the task; then click **Assign**.

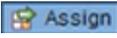
- The Assign window displays.

**STEP 3:** Click the role or specific individual to assign the task to in the bottom pane.

**NOTE:** **At the top of the window, the name, department, or facility can also be entered to assign the task.**

**STEP 4:** Click the **Right Arrow**. 

- The selection displays in the Assign to field.

**STEP 5:** Click **Assign**. 

- The task is removed from the Assigned to me Task list and the Assigned to me section in the Navigation area updates accordingly.

**NOTE:** **If an incorrect task is assigned to a staff member, the task can be reassigned using the steps above.**

**NOTE:** **Tasks cannot be deleted. Submit a ticket to IS Enterprise Imaging to have a task deleted from the system.**