
This Quick Reference Guide (QRG) demonstrates the basic use of assigning tasks in Enterprise Imaging.

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 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.**