

From the Office of Clinical Informatics Quick Reference Guide (QRG) Assign Task in Enterprise Imaging

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

Assign a Task to Yourself

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

- **<u>STEP 1</u>**: Click the appropriate task.
 - The selected task highlights.
- **<u>STEP 2</u>**: 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:

- **<u>STEP 1</u>**: Click the appropriate task.
 - The selected task highlights.
- **<u>STEP 2</u>**: Right-click the task; then click **Assign**.
 - The Assign window displays.
- **<u>STEP 3</u>**: Click the role or specific individual to assign the task to in the bottom pane.
- <u>NOTE</u>: 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. 😰 Assign
 - The task is removed from the Assigned to me Task list and the Assigned to me section in the Navigation area updates accordingly.
- <u>NOTE</u>: If an incorrect task is assigned to a staff member, the task can be reassigned using the steps above.
- <u>NOTE</u>: Tasks cannot be deleted. Submit a ticket to IS Enterprise Imaging to have a task deleted from the system.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.