

Tasks



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Tasks Tab

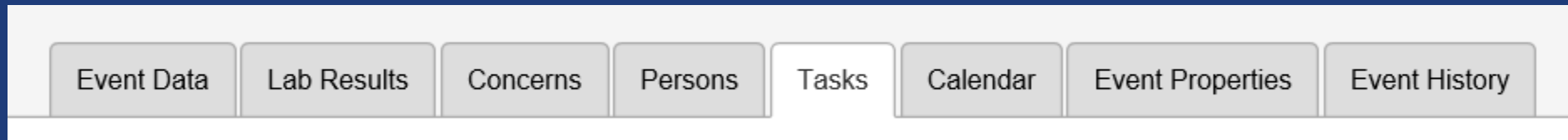
Tasks



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- The Tasks tab provides information about any tasks associated with the event



- Tasks can be assigned to specific users and or groups to delegate assignments or work, and can include due dates

Tasks



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- There are two types of tasks that can be created: event-specific and general (or non-event-specific)
- Depending on where the user initiates the Tasks tool, they may be limited in which type of task can be created
- There are four ways to access Tasks

Tasks



1. Tasks tab in Event Dashboard

Type	Status	Priority	Due Date	Description	Assigned To
▶ Directly Observed Therapy	Pending	Medium		RIPE treatment	Ellen Chang [echang]

Details

Type:	Directly Observed Therapy
Status:	Pending
Priority:	Medium
Description:	RIPE treatment
Assigned To:	Ellen Chang [echang]
Assigned To Group:	
Create Date:	05/24/2019
Created By:	Ellen Chang [echang]
Last Update:	05/24/2019
Updated By:	Ellen Chang [echang]
Due Date:	
Start Date:	
Complete Date:	
Notes:	

Tasks



- Use Tasks tab to add an event-specific task

Event Data Lab Results Concerns Persons **Tasks** Calendar Event P

Tasks		
Type	Status	Priority
▶ Directly Observed Therapy	Pending	Medium

Add Task Update Task

When open to the Tasks tab in the Event Dashboard, the Add Task button will create an event-specific task

Tasks



Add Task

Task Information

Event: 100004211 - Tuberculosis - Winnie the Pooh

Type:

Status: Pending

Priority: Medium

Due Date: MM/DD/YYYY

Start Date: MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description:

Notes:

Task Attachment: Browse...

Assign to user: Assign to me

Assign to group:

Save Cancel Help

Notice this is event-specific

- Pending
- In Progress
- Completed

- Very Low
- Low
- Medium
- High
- Very High

- Assignment
- Directly Observed Therapy
- Outreach
- Business Rule
- Isolation and Quarantine
- Investigation
- Laboratory
- Implement Control Measures
- Outbreak
- Interstate Notification
- Other

Click the magnifying glass to open a search window

Tasks



- Use Tasks tab to update an existing event-specific task

Event Data Lab Results Concerns Persons Tasks Calendar Event P

Type	Status	Priority
Directly Observed Therapy	Pending	Medium

Add Task Update Task

Tasks



- Update Task button will direct user to Edit Task screen, where task specifications can be updated or marked as completed

Edit Task

Task Information

Event: 100004211 - Tuberculosis - Winnie the Pooh

Type: Directly Observed Therapy

Status: Pending
In Progress
Completed

Created By: [Name]

Create Date: 05/24/2019

Last Update: 05/24/2019

Priority: Medium

Due Date: MM/DD/YYYY

Start Date: MM/DD/YYYY

Complete Date: MM/DD/YYYY

Description: May 2019

Notes:

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Task Attachment: Today Close Browse...

Assign to user: [Name] Assign to me

Assign to group: [Group] [Icon]

Save Cancel Help

Address these to mark a task as complete

Tasks



2. Another route to add a task is through the Workflow Queues page on the Splash Screen

Workflows

Workflow Queue	Events
ATS Classification Assignment	3 (0)
Completion of Adequate Therapy	25 (0)
Cross Matching TB/HIV	1 (0)
Incomplete Targeted Testing	5 (0)
Positive IGRA Tests	14 (0)

TB/HIV

- [Cross Matching TB/HIV](#)

Deduplication/Import Monitors

- [TB - Event Deduplication](#)

Task Specific Monitors ([Add Task](#))

- [My Groups' Open Tasks](#)

Dashboard Help

Scroll to the bottom of the Workflow Queues screen

Tasks



- Notice: Add Task screen is NOT event specific

Process for adding a task in the Workflow Queues screen is the same as adding a task through the Tasks tab

Add Task

Task Information

Event: Not specific to an event

Type: ▾

Status: ▾

Priority: ▾

Due Date:

Start Date:

Complete Date:

Description:

Notes:

Review all TB smear positive lab results received for Region 2/3 from 5/1/19 to 5/31/19 for similarities

Task Attachment:

Assign to user: [Assign to me](#)

Assign to group:

Tasks



3. Tasks area on Splash Screen also directs user to create a general task

The screenshot displays the 'Tasks' interface. At the top, a table titled 'Tasks' has columns for 'Type', 'Priority', 'Name', and 'Disease', with the text 'No tasks to display' below it. A 'More ...' link is circled in red. Below this is a section for 'My tasks (specifically assigned to me)' with columns for 'Type', 'Priority', 'Due Date', 'Description', and 'Status'. A filter box and the text 'Showing 0 to 0 of 0 entries' are present. At the bottom left, the 'Add Task' button is circled in red. To the right, the 'Add Task' form is shown with 'Task Information' fields: 'Event' set to 'Not specific to an event' (circled in red), 'Type' as a dropdown menu, and 'Status' set to 'Pending'.

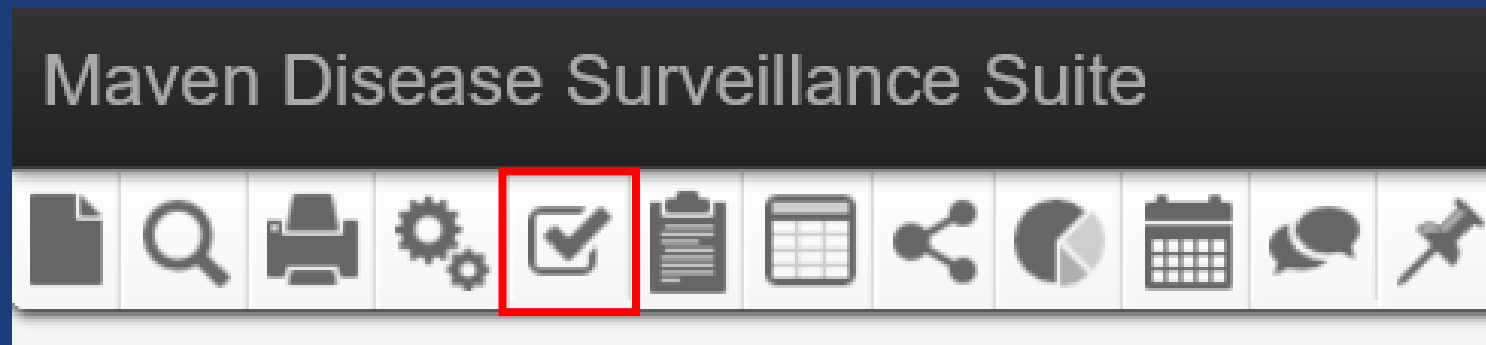
Tasks



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4. The last method to add a task is by clicking the Tasks icon in the toolbar while open to an event



- This way allows user to create either an event-specific OR a general task

Tasks



- User now has option to Add Task (general) or Add event task (event-specific)

Maven Disease Surveillance Suite

Tasks - Winnie the Pooh - Tuberculosis

Tasks for the selected event

Type	Priority	Due Date	Description	Status	Created
Directly Observed Therapy	Medium		RIPE treatment	Completed	Ellen Ch

Filter: Showing 1 to 1 of 1 entries

My tasks (specifically assigned to me)

Type	Priority	Due Date
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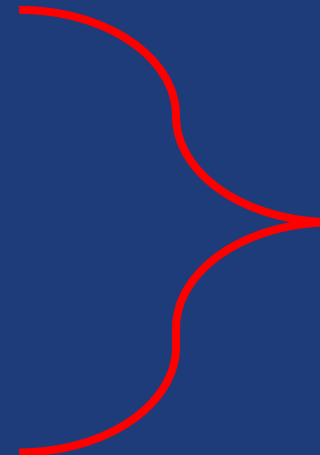
Filter: Showing 0 to 0 of 0 entries

Once user decides which type of task to add, the process for adding a task is the same as earlier

Tasks



- To Review:
- Tasks Tab
- Task Specific Monitors
(Workflow Queues)
- Tasks Section of Splash
Screen
- Tasks Icon in Toolbar



Event-specific

General

Either/Both