


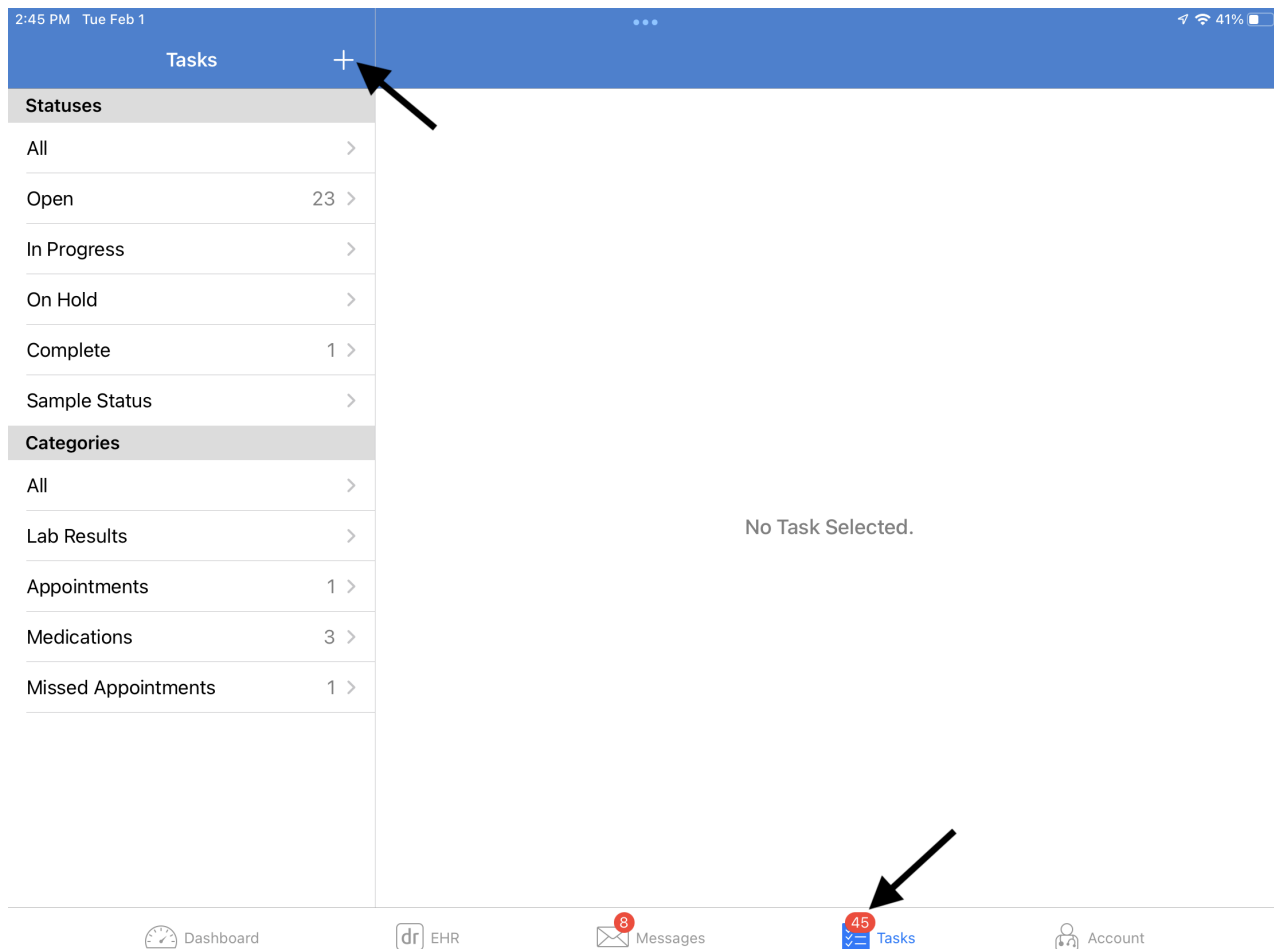
# Creating a Task on the iPad

07/08/2024 7:26 pm EDT

Creating a task on the iPad is easy and convenient. Tasks can be created in the task center or from the patient's chart.

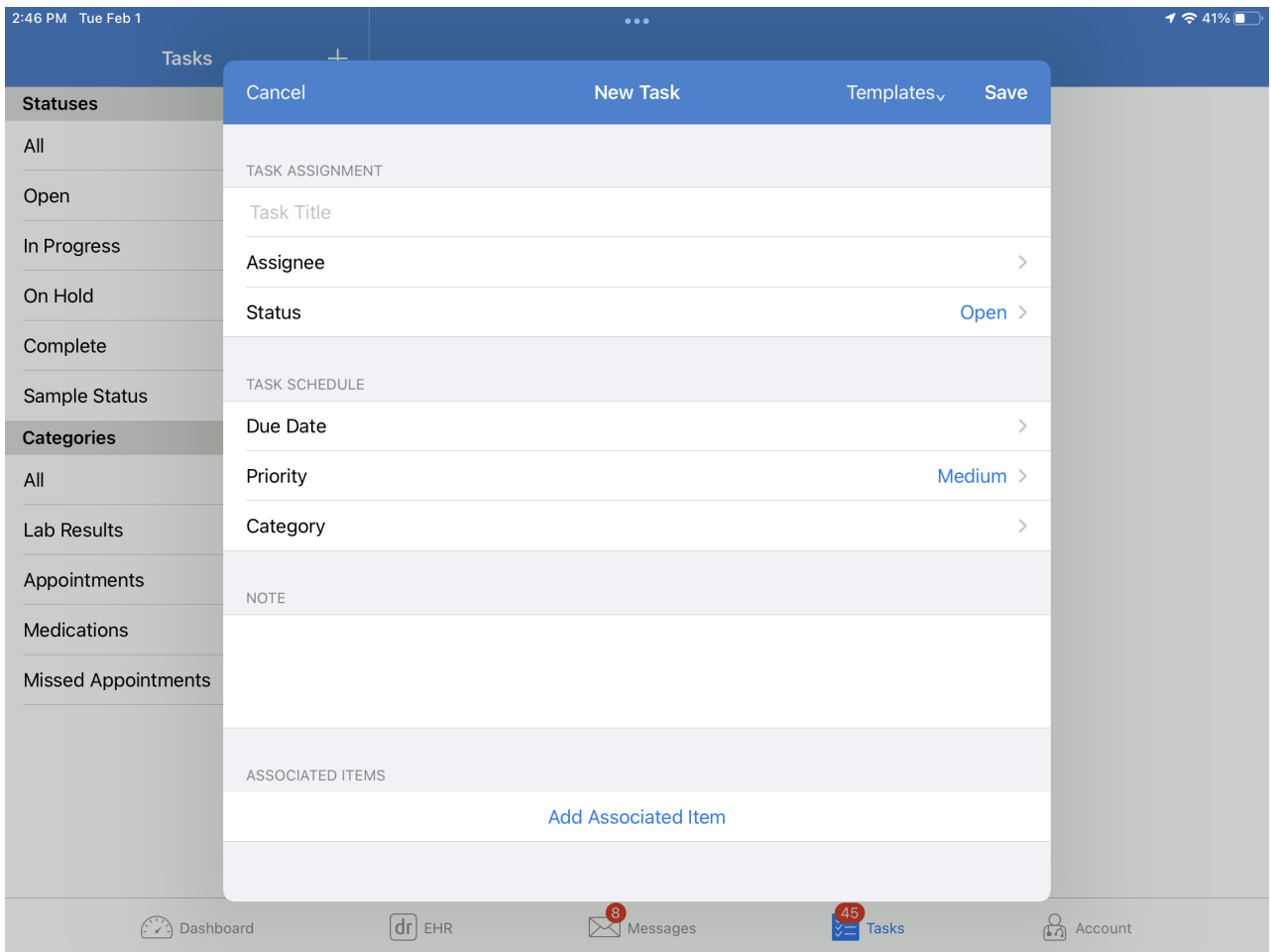
You can access the task center on the lower toolbar of the app by tapping the **Tasks** button. Tap the (

 ) to add a new task.

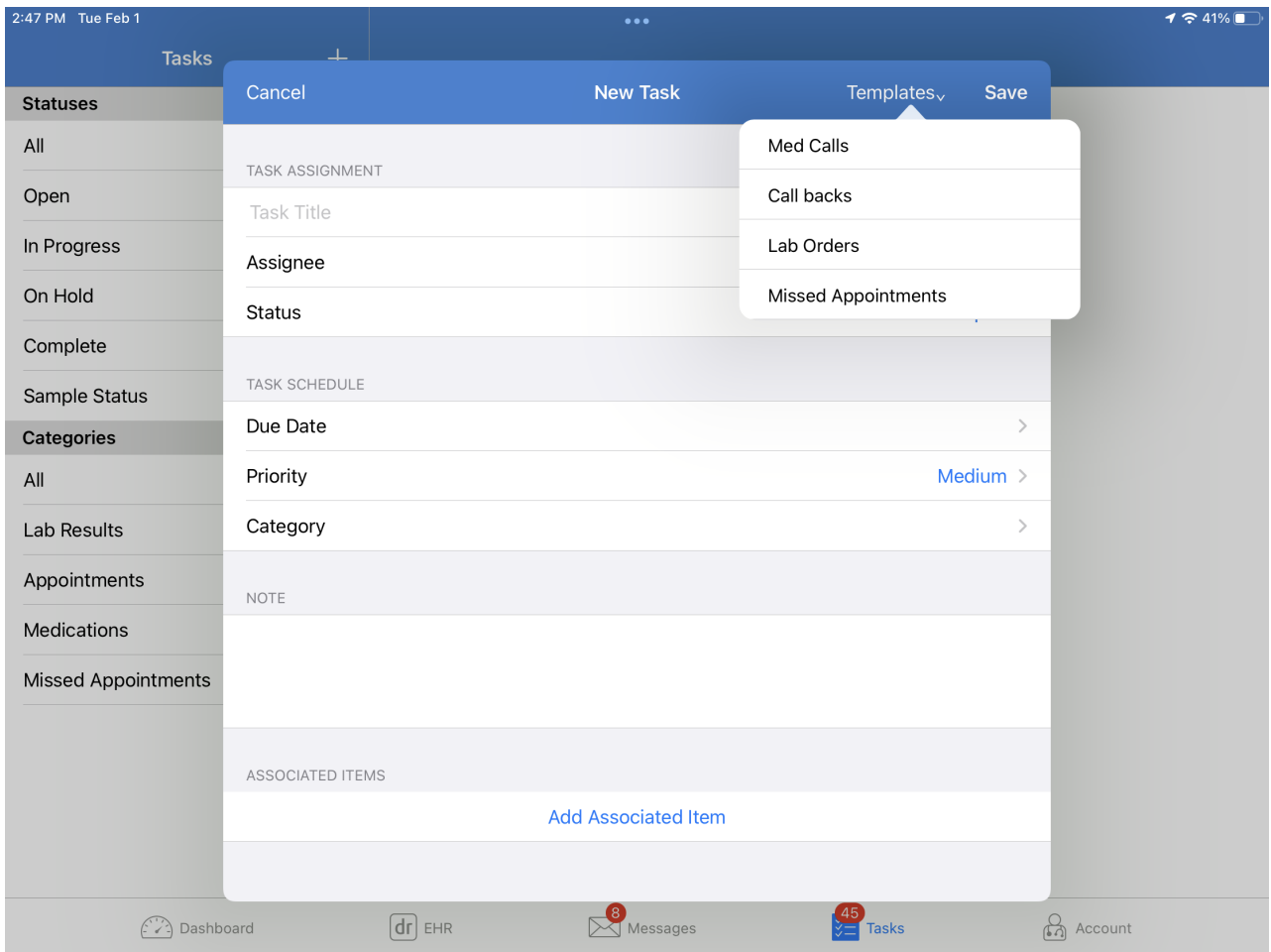


You can create the task manually by:

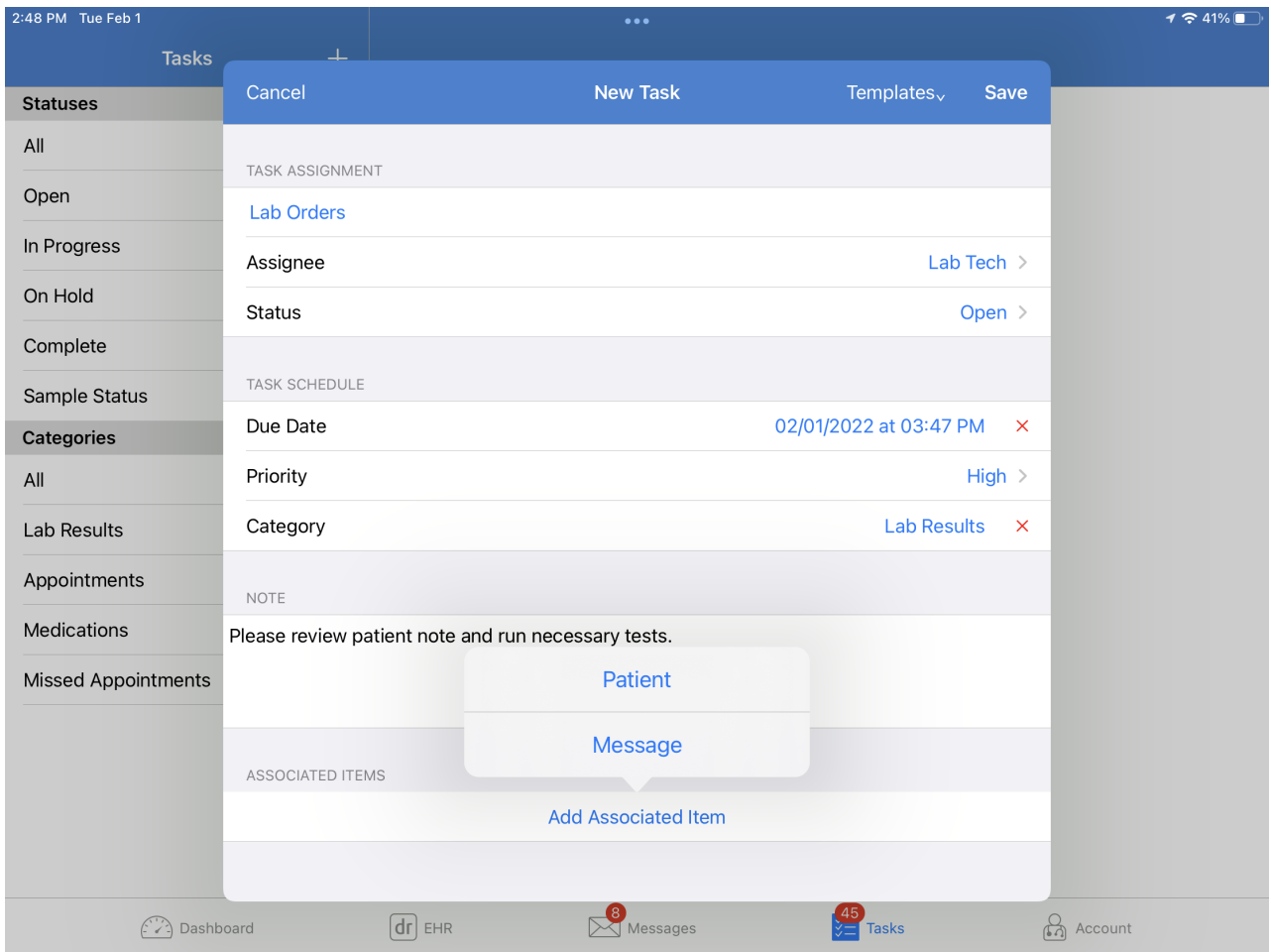
- Entering a title
- Selecting the assignee
- Status
- Due date
- Priority
- Category



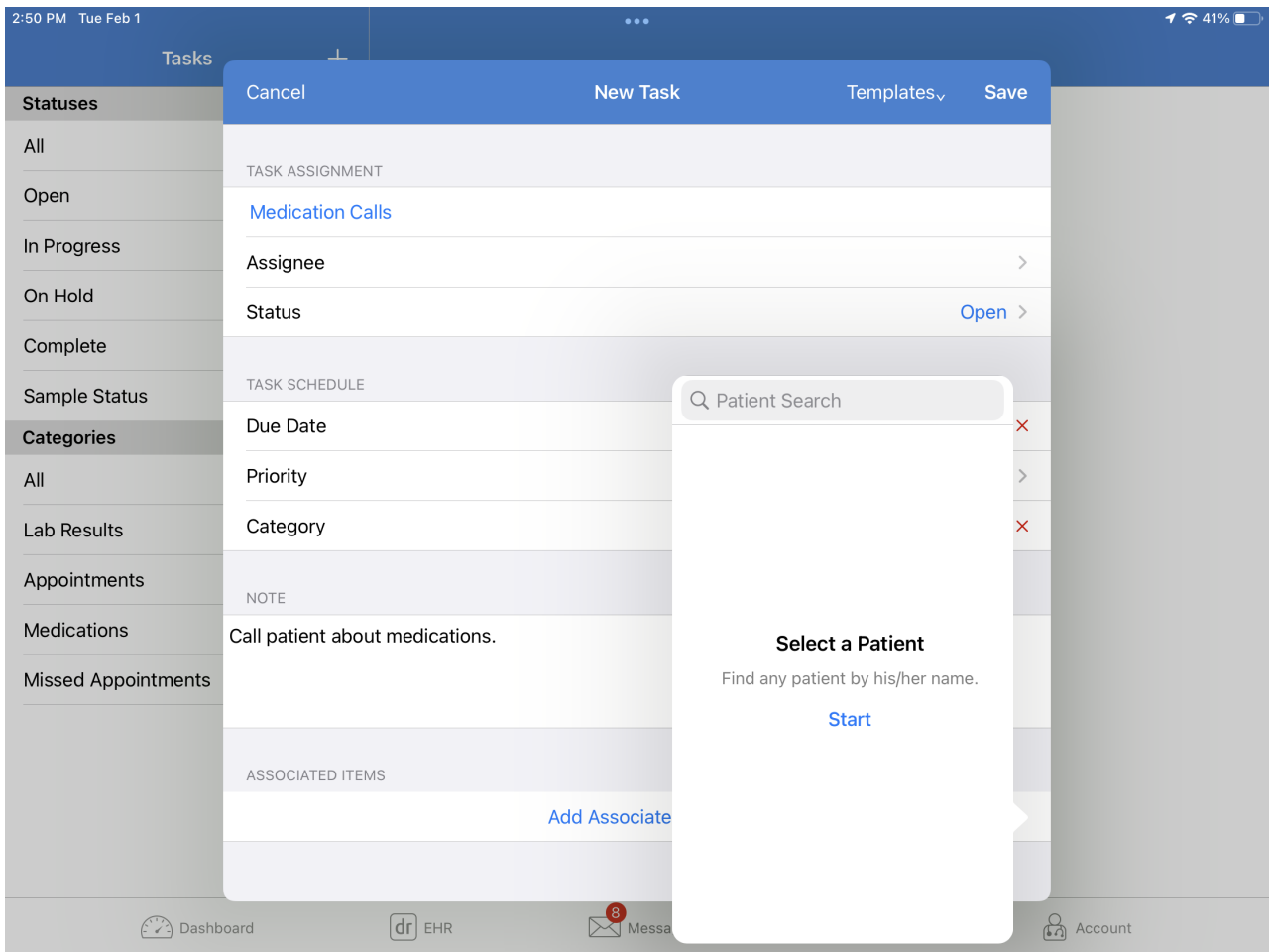
If you have a [task template](#) you have created on the web, you can select it from the menu.



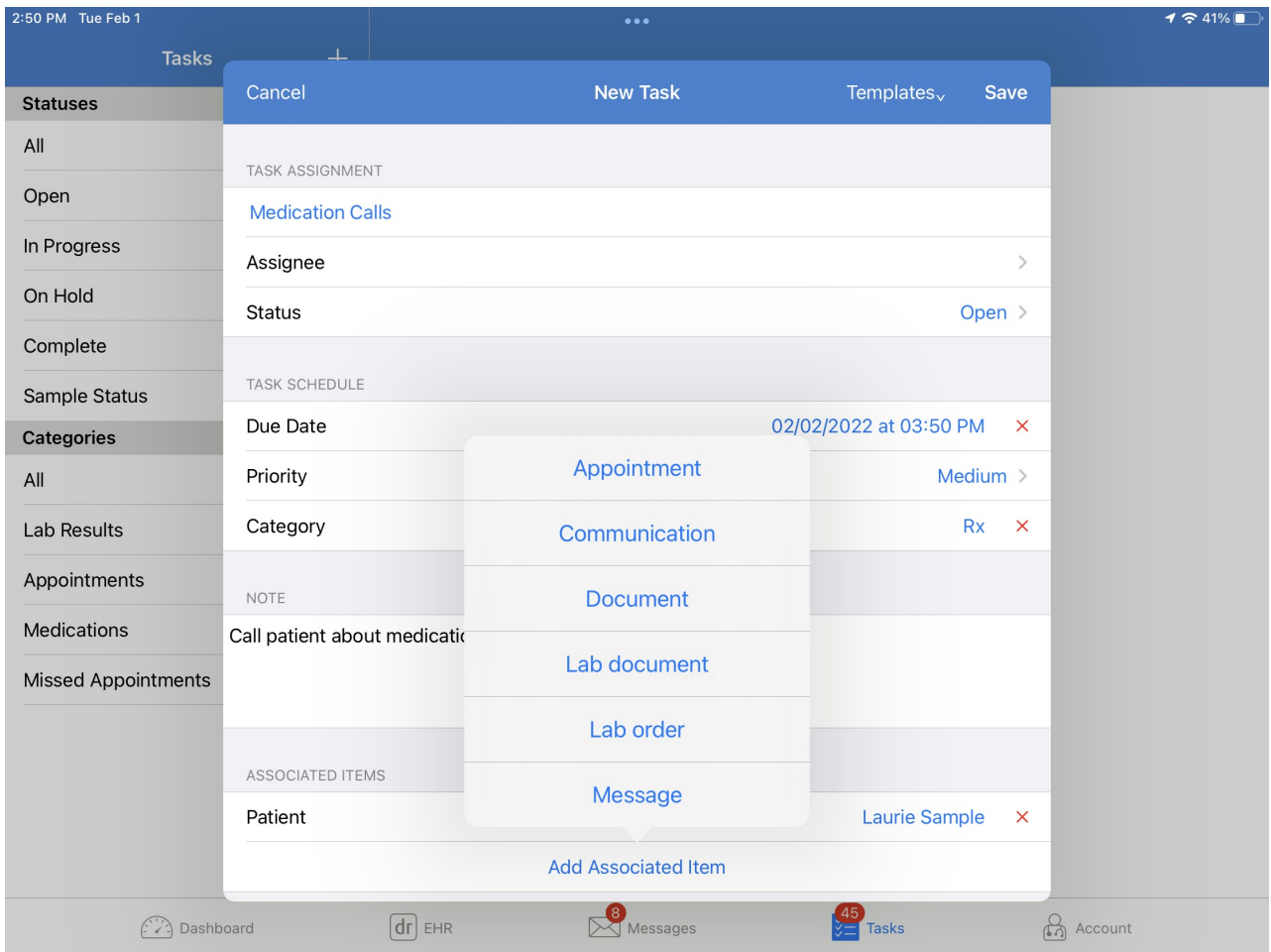
Select **Add Associated Item** to add a patient and/or document.



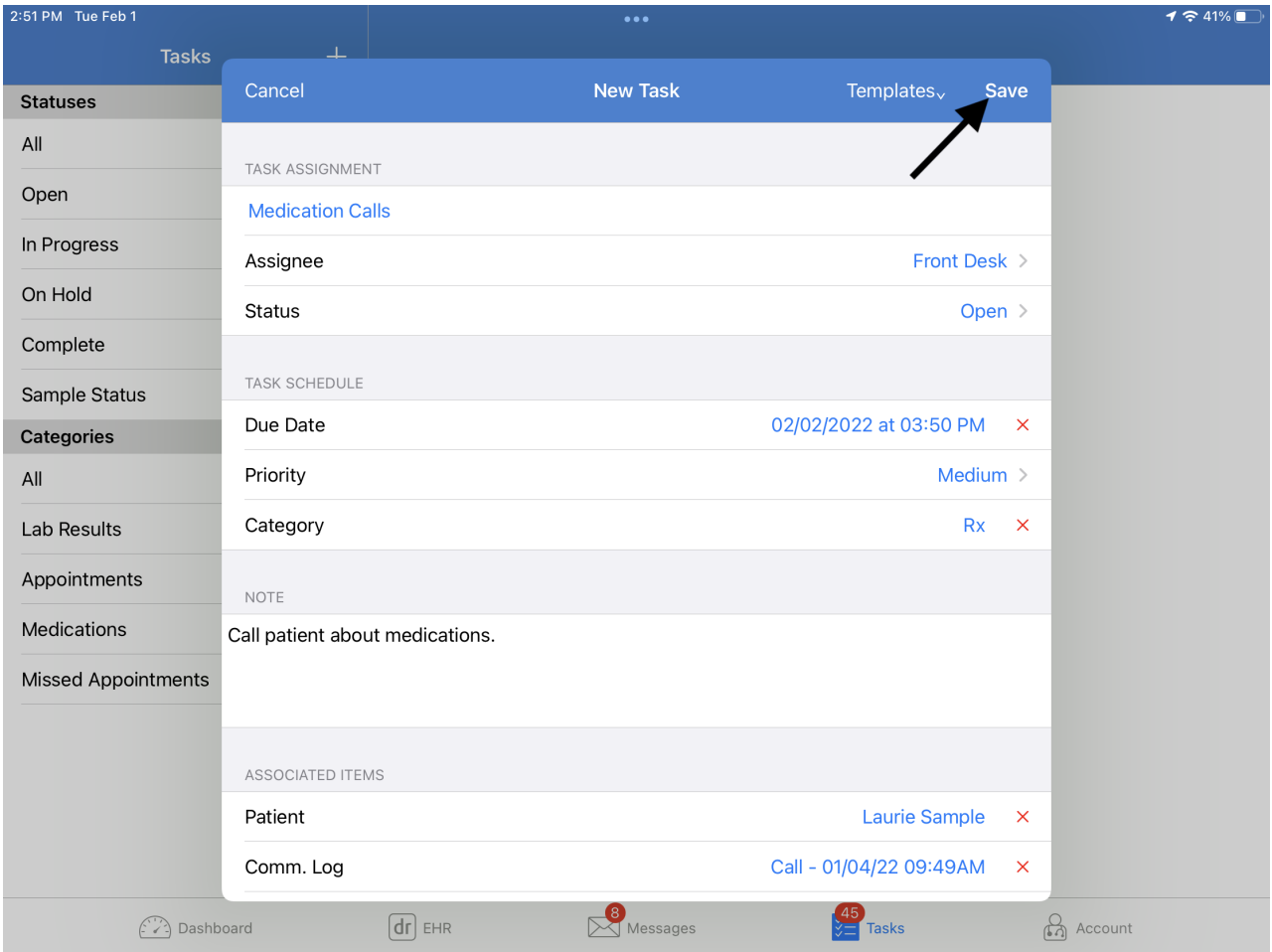
Search for the patient you would like to make the task for.



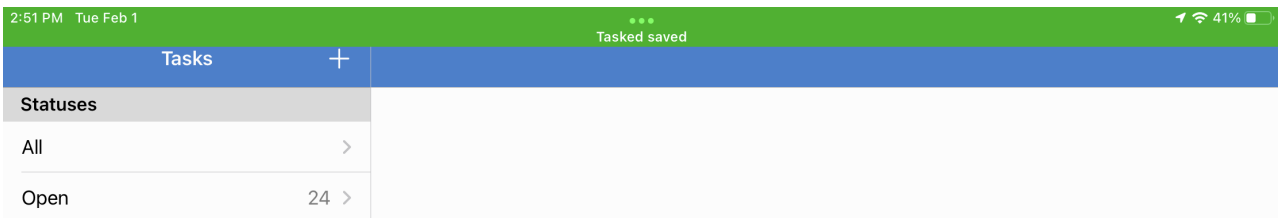
If needed, you can select an item from the patient's history to attach to the tasks.



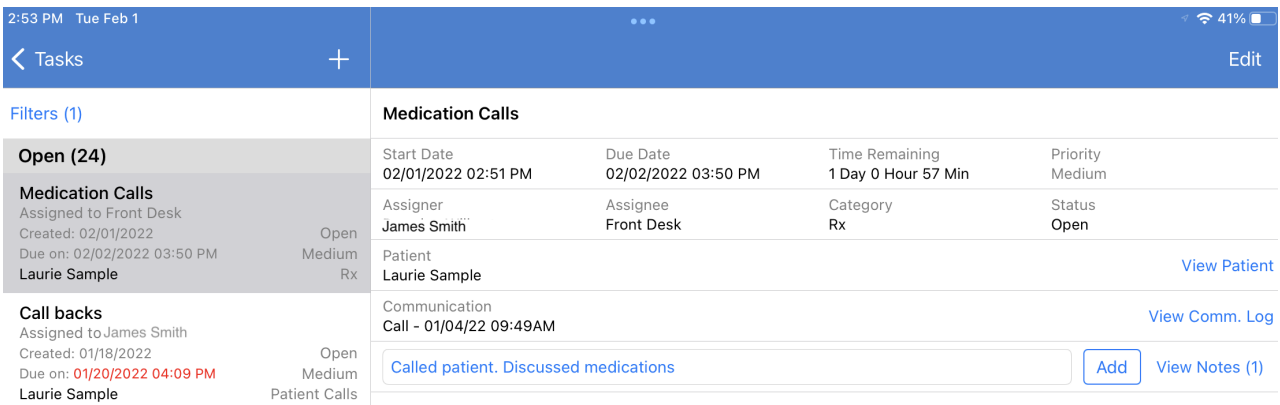
Tap **Save** when finished.



You will see a green success message on the top.



Once the task is created, you can access it on the left.



If you have already selected the patient, tap the (



) and select **Create Task**. The patient's name will already be associated with the task.

4:40 PM Tue Feb 1

Close

Visit Patient History

Jenny (Jen) Harris (Female | 41 | 02/11/1980) | CC N/A

Conditions

- N39.0. Chronic urinary tract infection (disorder)
- M41.20. Idiopathic scoliosis AND/OR kyphoscoliosis (disorder)
- T78.49XA. Multiple environmental allergies (disorder)
- M54.5. Low back pain

Medications

- 12 Hour
- cyclob
- 1 a day
- Mirena 52 mg intrauterine device
- 0
- Flonase 50 mcg/inh nasal spray
- 0
- Cranberry oral capsule
- 0

Recent Vitals 11/10/2021

Default Vitals

Temperature	f	Pulse	
Blood Pressure		Respiratory Rate	bpm
	mmHg		rpm
Oxygen Saturation	%	Height	in
		Weight	lbs
		BMI	
		Smoking Status	

Lab Results

No Record

Family History

Allergies

- Cats
- Shortness of breath/difficulty breathing
- Milk
- Hives
- penicillin
- Hives
- aspirin
- Hives

Actions: New Appointment, New Video Visit, Create Task, Take Clinical Photo, New Patient

10:17 AM Wed Feb 2

Close

Cancel New Task Templates Save

Visit Patient

Task Assignment

Task Title

Assignee

Status

Open

Task Schedule

Due Date

Priority

Medium

Category

NOTE

ASSOCIATED ITEMS

Patient Jenny Harris

Add Associated Item

Contact Information