



# Tips & Tricks Weekly

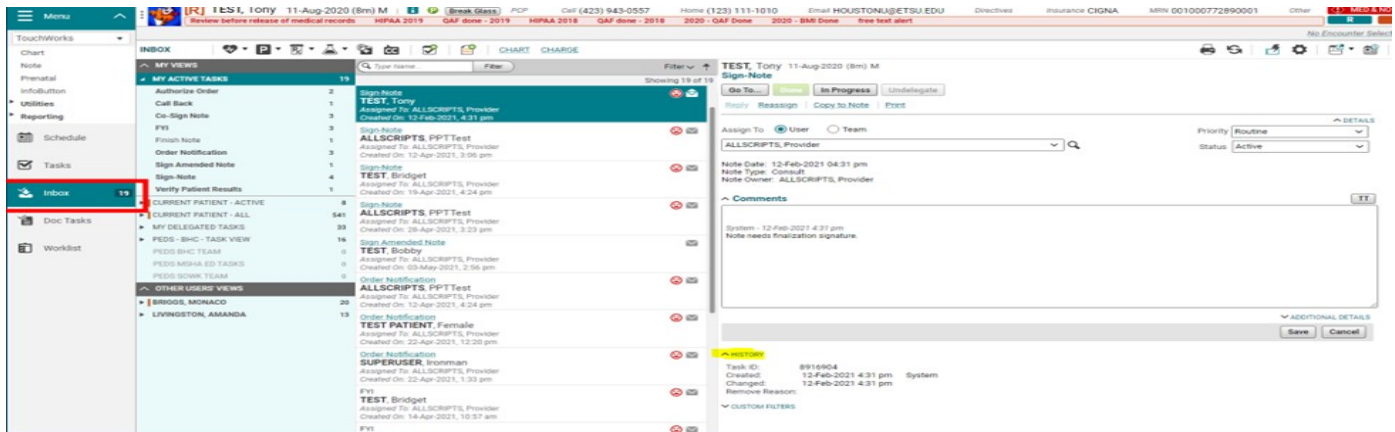


## Inbox Task View

In August 2023, “Tasks” will be replaced by “Inbox”. Inbox is currently available within Touchworks although many clinic users are using Tasks. This Tips and Tricks will go over the functionality of Inbox and provide a framework for navigating through the Inbox module. **If you need help with accessing the Inbox, please submit a helpdesk ticket or call the help desk @ 423-282-6122 option 1.**

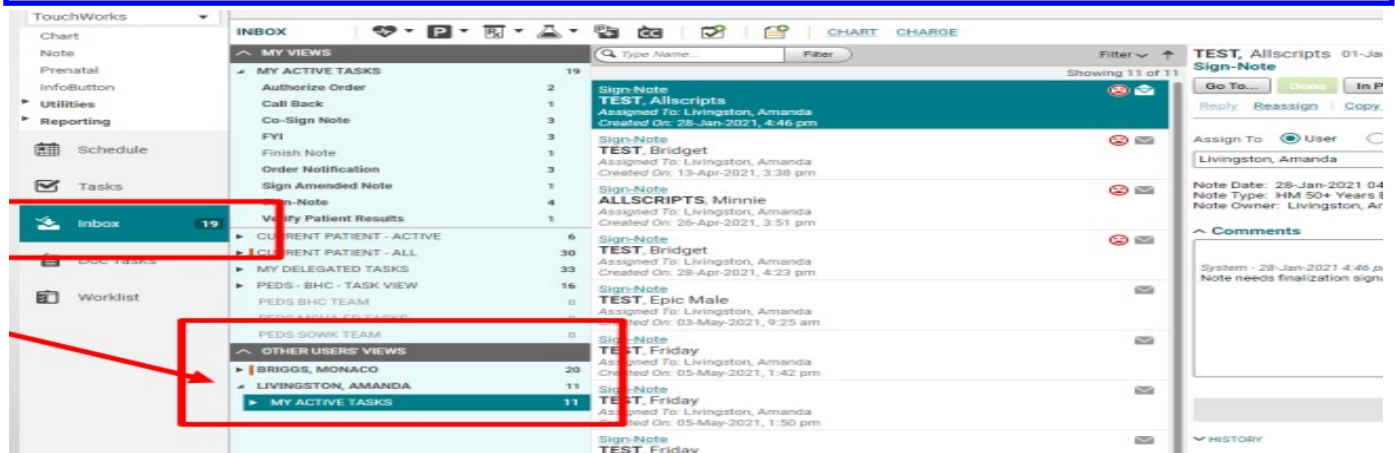
### Inbox

- The functionality remains the same as tasks: Go To..., Done, In Progress, Undelegate, Assign To.
- Inbox allows you to view all assigned task lists on the sidebar in conjunction with the current selected task lists and also shows notifications on how many active tasks are assigned to you.
- You can see the task history such as the task ID, created date, and changed date.



### Other Users' Views

- Ability to see other user's “My Active Tasks”.
- You can set these up. You will no longer need to contact the Helpdesk to get a view of your nurse's tasks, your out-of-town colleagues, or your residents.



**\*\*Please do not remove tasks.**