

RL Version 6.8

Task Management

You will notice that now the Task Details and the Response Details have been separated into their own sections.

The File now shows the Event Type as well as the File ID

Add/Modify Task ?

Type *
Check File Status x

File
Seclusion/Restrains Event (239411) x v

Priority
Low v

Deadline *
11-01-2019

Task Details

Assigned To *
x Claudia Ruiz (CRUIZ@wrha)
Analyst, Corporate

Description
this is a test, do ABSOLUTELY NOTHING

Cancel View Summary Open File OK

- Assignee Response Required – the system will prompt a response from the assignee
- NewTask Creation email – If checked, an email notification will be sent when the task is created
- Reminder email – If checked, an email notification will be sent as a reminder on the specified date
- Task completion email – If checked, an email notification will be sent to the assigner once the task is completed
- View Summary – You can view the current file summary before sending the task
- Attachments – You can now include attachments from the file when sending a task

Add/Modify Task ?

SETTINGS

Include Attachments from the File

Assignee Response Required

EMAIL NOTIFICATIONS

New Task Creation email

Reminder email

Send Email(s) to

Task Completion email to [Scott Klippenstein](#) (Creator)

Response Details

% Complete	Task Completed Date
100 %	11-04-2019

Assignee Response

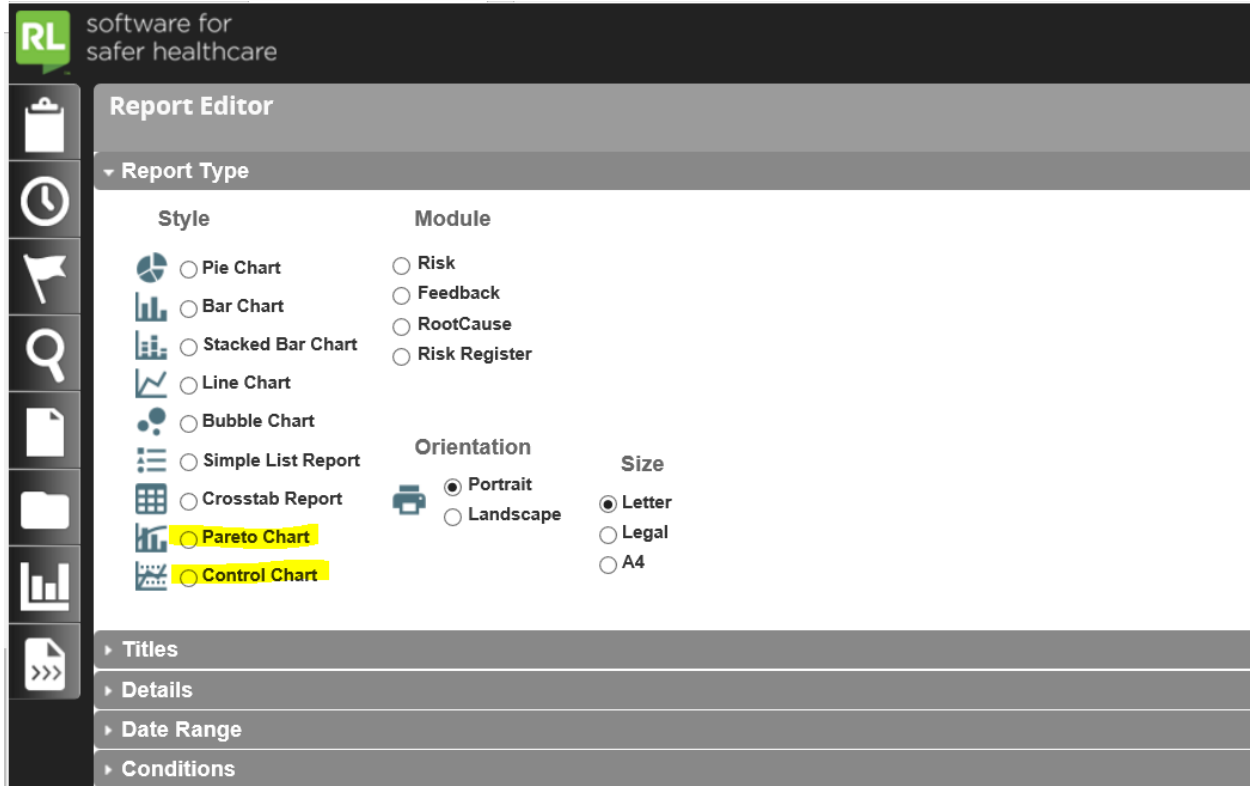
I DID NOTHING as instructed

Cancel
View Summary
Open File
OK

Report Center

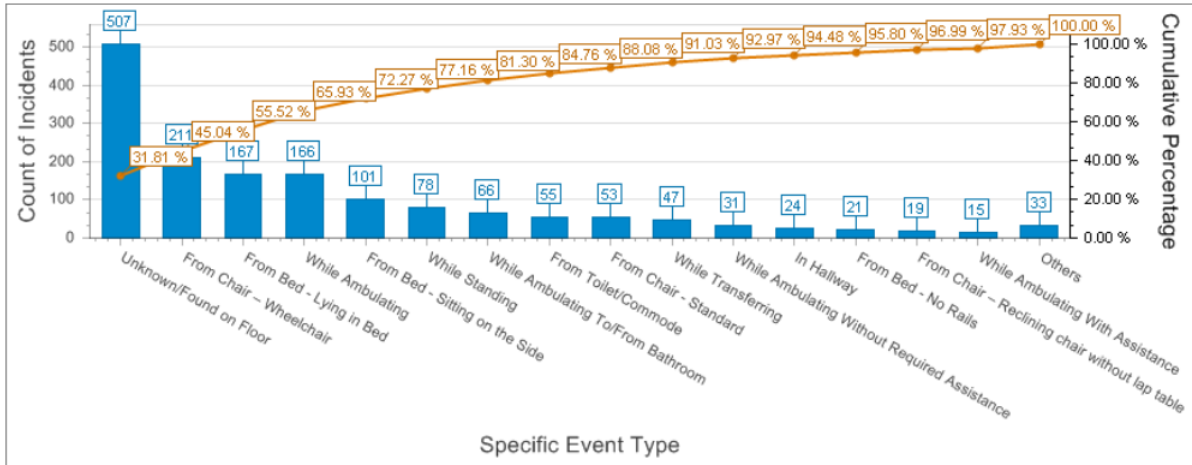
Overall the Report Center is easier to navigate with lists of reports rather than mini icons.

In addition, we now have the option to create Pareto Charts and Control Charts:



Pareto Analysis Specific Event Types for Fall Events

(Event Date is within Fiscal 2019/2020 Q1 and 2019/2020 Q2) and (((File State is equal to "New") or (File State is equal to "In-Progress") or (File State is equal to "Closed"))) and (General Event Type is equal to "Fall")



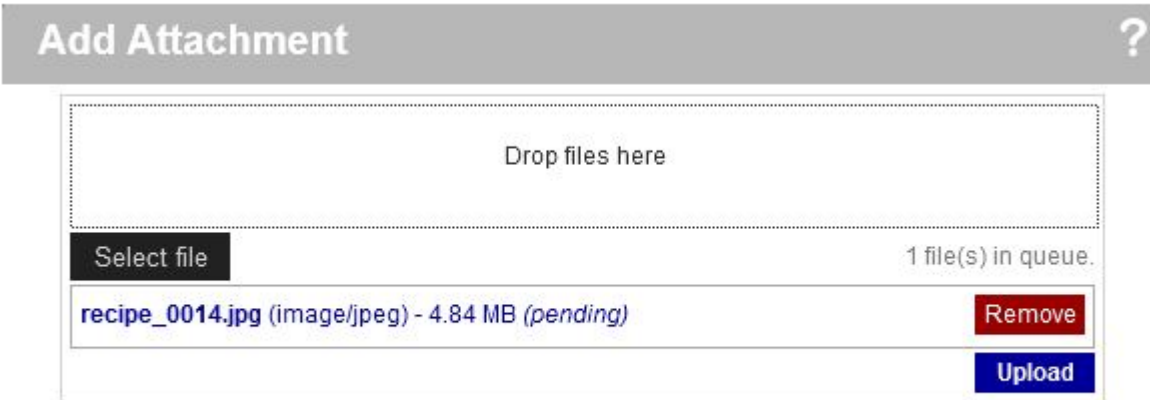
You can also change any Bar chart to a Pareto Chart using the wrench at the top of the file



You can also change any Line chart to a Control Chart using the wrench at the top of the file

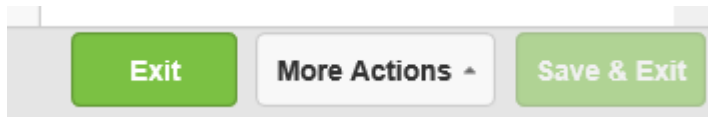
Attachments

You can now drag and drop attachments from your email directly into the RL file



Exiting a file

The option to exit a file now sits at the bottom right hand corner of the file. You no longer have to look for the option within the More Actions.



File Submission Tracker

We can now view Feedback files submitted when logged in:

software for safer healthcare Dashboards Bookmarks

File Submission Tracker

Last 3 months

Open (3)

- File 239419 (Fall)** 2
 Event date: 11-04-2019
 Submitted date: 11-04-2019
- File 239418 (Fall)** 1
 Event date: 11-04-2019
 Submitted date: 11-04-2019
- File 239406 (Medication/Fluid)**
 Event date: 08-21-2019
 Submitted date: 08-21-2019

Closed (0)

General File Information

File
239419 - Fall

State
New
In Progress
Closed

General Event Type
Fall

Specific Event Type
From Arms

Any Additional Information
vh sklvh sdfv sdfv sdf

Severity Level (Reported)

Injury Incurred?
No

Equipment Involved/Malfunctioned?
NO

File Updates *Newest to Oldest*

11-05-2019	
Claudia Ruiz	File opened 1 time(s)
File submitted on 11-04-2019.	