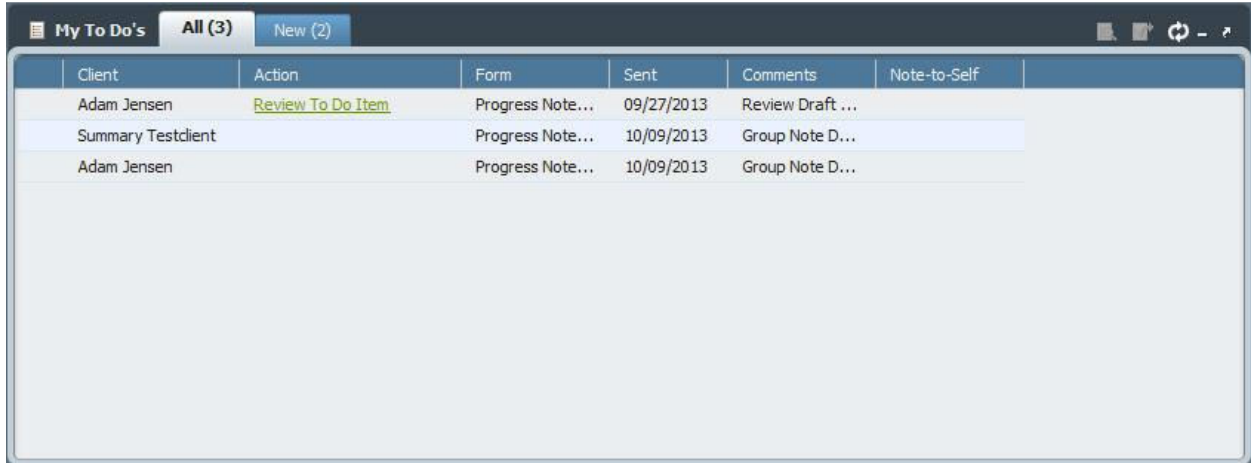


Delete/Re-Assign To Do Items

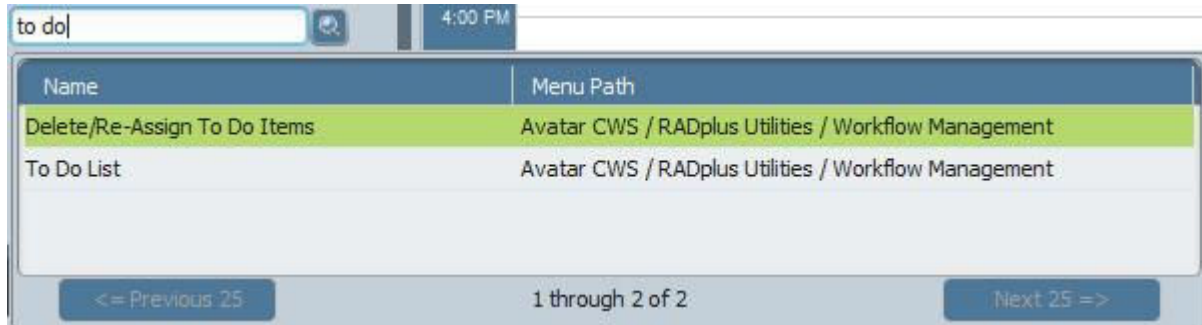
If you have items on your To Do list that have been done, or do not relate to anything that needs to be done, it's possible to remove them from that list. **Make sure that the to do list item has actually be completed before using this form!** Removing the to do item does not remove the need to complete the item, such as finalizing a progress note or cosigning a treatment plan. The to do list is shown below



The screenshot shows a web interface titled "My To Do's" with tabs for "All (3)" and "New (2)". Below the tabs is a table with the following data:

Client	Action	Form	Sent	Comments	Note-to-Self
Adam Jensen	Review To Do Item	Progress Note...	09/27/2013	Review Draft ...	
Summary Testclient		Progress Note...	10/09/2013	Group Note D...	
Adam Jensen		Progress Note...	10/09/2013	Group Note D...	

You can find this form by searching for in the Forms and Data widget



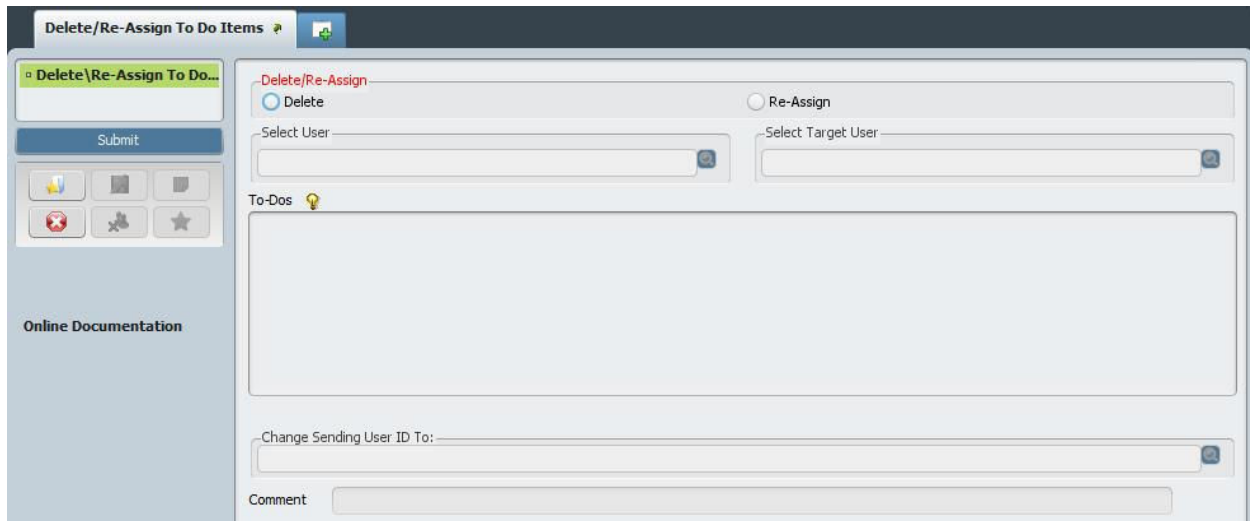
The screenshot shows a search interface with a search bar containing "to do|". Below the search bar is a results table with the following data:

Name	Menu Path
Delete/Re-Assign To Do Items	Avatar CWS / RADplus Utilities / Workflow Management
To Do List	Avatar CWS / RADplus Utilities / Workflow Management

At the bottom of the results table, there are navigation buttons: "<= Previous 25", "1 through 2 of 2", and "Next 25 =>".

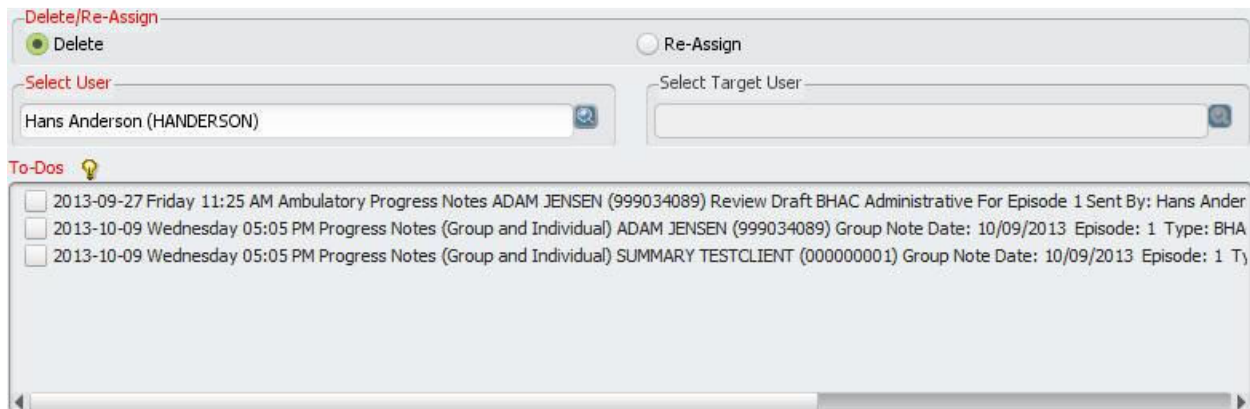
Searching for Delete/Re-Assign To Do Items

Once this form opens, you'll see the following screen



Delete/Re-Assign To Do Item

From here you can delete or reassign the to do item. Keep in mind that reassigning does not change who is responsible for this item, only the to do item notice. Select delete or re-assign, then select the user who's to do list you want to edit. This can be you, or another staff member. Their to do items will appear below. Check the to do items you want to delete or reassign, enter comments (if any) into the bottom field, then click submit.



Selecting the to do item to delete or reassign

When it is finished submitting, the to do item should be deleted or reassigned.