Washington State Department of
Health

Working with TB Lab Results in WDRS Tasks

What are Tasks?

- Tasks are activities that need to be completed for a case.
- Tasks are a way to delegate work and can be assigned to specific users or groups.
- Tasks can have a due date and are updated manually as they are completed.
- Tasks can be event-specific or general (non-event-specific).
- **When a WDRS TB Disease event already exists, the DOH TB team will attach relevant lab results received via fax for your review using event-specific Tasks.**
  - o You will need to review the attached results, enter data as necessary into the case record, and mark the Task as 'Completed' for it to leave your workflow(s).

The information in this document is specific to TB labs distributed via the Tasks function of WDRS. For more information about using Tasks, see the WDRS Quick Reference Guide (pp. 34-38)

Accessing Tasks

Please note: **There are different locations in WDRS to view different types of Tasks, which can be confusing. The easiest way to find Tasks from the TB team is detailed here.**

Tasks from the TB team will be assigned to LHJ Groups, to account for times when individual LHJ staff may be out of office, to ensure that all team members have visibility.

1. Navigate to the Workflows page by selecting the Workflows icon at the top of the page.
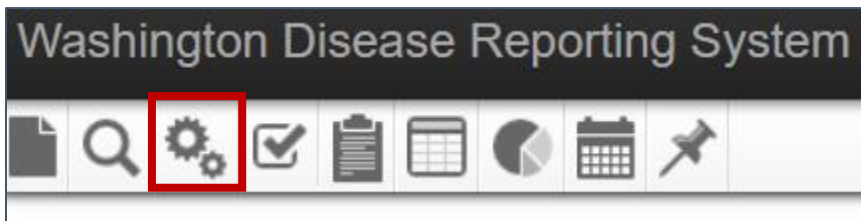
2. Scroll to the bottom of the page and locate the '**Task Specific Monitors**' section. Tasks from the TB Team will appear in the workflow titled '**My Groups' Open Tasks**'. Click this workflow name to open the workflow.

Task Specific Monitors (Add Task)				
My Groups' Open Tasks	5	Medium	09/01/2020 04:12 PM	
My Open Tasks	0	Medium	09/01/2020 04:07 PM	
My Overdue Tasks	0	Medium	09/01/2020 04:07 PM	
Open Tasks Created by Me	1	Medium	09/01/2020 04:07 PM	
Overdue Tasks Created by Me	1	Medium	09/01/2020 04:07 PM	

3. In this workflow, you will see displayed a list of Tasks assigned to your LHJ Group. From here you can view basic details about the Task and:
    a. Navigate to the Task itself by clicking the hyperlink under "Type" or
    b. Navigate to the Event to which the Task is referring by clicking the hyperlinked Event ID

My Groups' Open Tasks (Realtime)

	Type	Due Date	Description	Status	Created By	Last Update	Event	Disease	Assigned To	Assigned To Group
☐	Assignment	08/24/2020	TB Labs to review	In Progress	Jennifer Hubber [JHubber] (08/21/2020)	09/01/2020	100683810 McDoot, Bobby	TB disease		TB Statewide edit

Displaying 1...1 of 1 (Export All)   << First < Prev 1 / 1 Next > Last >>

Assign to user: [_____] 🔍 🗑   [Assign to me] Assign to group: [_____]

[Workflows] [Dashboard] [Help]

a **b**

Performing Tasks Using Workflows

If you selected option "a" above:

- The Task itself will open for your viewing. From here, you can:

Edit Task

Task Information

Review and update the Status of the task.

Review task details.

Enter the date(s) you start and complete the task.

Review notes about the task, and/or add your own.

Review the attached lab by clicking the hyperlinked Task Attachment.

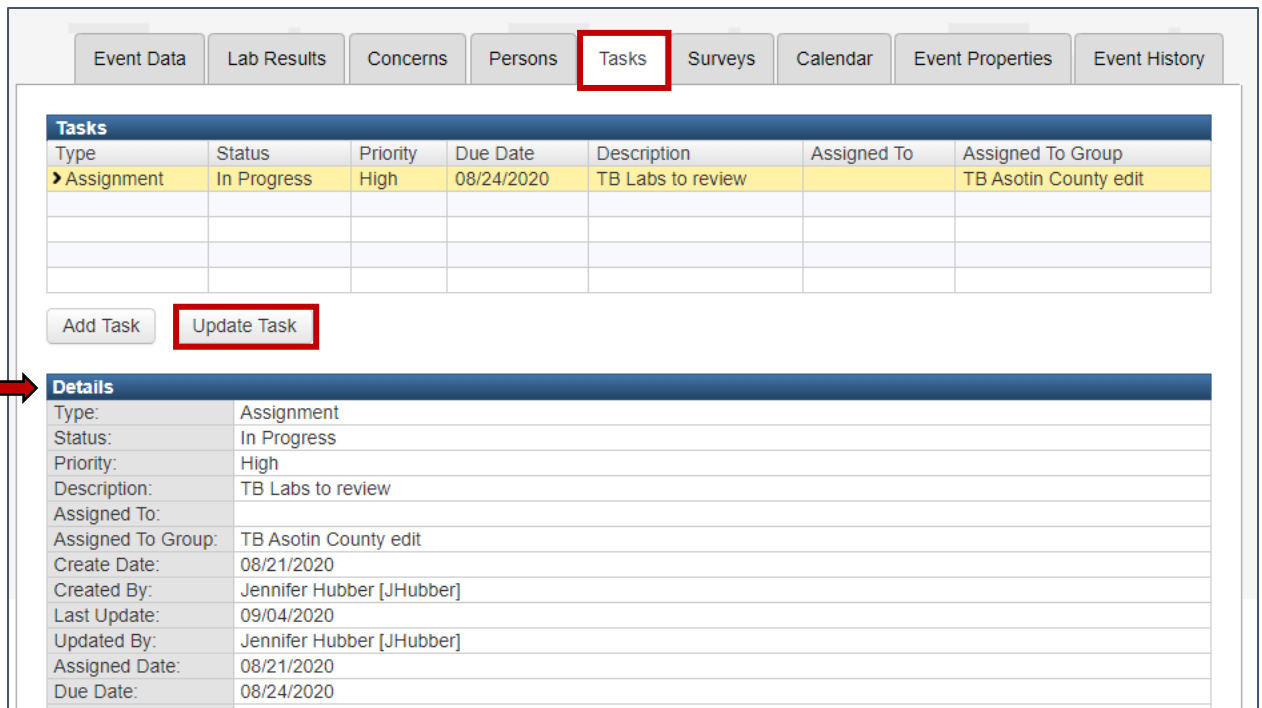| Event:	100683810 - TB disease - Bobby McDoot
Type:	Assignment ▾
Status:	In Progress ▾
Created By:	Jennifer Hubber [JHubber]
Create Date:	08/21/2020
Last Update:	09/03/2020
Priority:	High ▾
Assigned Date:	08/21/2020
Due Date:	08/24/2020
Start Date:	08/24/2020
Complete Date:	MM/DD/YYYY
Description:	TB Labs to review
Notes:	Please review attachment.
Task Attachment:	Pretend TB Lab.PNG
Update Attachment:	[Choose File] No file chosen
Assign to user:	[_____] 🔍 🗑 Assign to me
Assign to group:	TB Asotin County edit 🔍 🗑

Make sure to mark the Task as 'Completed' once you have reviewed the lab and entered any relevant information into the event. This will remove the Task from your workflow.

Don't forget to save your work!

[Save] [Cancel] [Help]

To navigate to the event to which the Task is associated, click the hyperlinked EventID at the top of the Task box.

- You will be taken to the Event Summary page for the associated event. From here you can access the Task from the 'Tasks' tab. You can view basic details about the Task from here, and selecting 'Update Task' will take you to the Edit Task page seen in option a, above. From there you can download and review the attachment, update task details as needed, and change the task status to *In Progress* or *Completed*.

Side Note: Tasks Assigned to an Individual User

Tasks may *additionally* be assigned to an LHJ investigator, if it is obvious that one investigator is working on a certain case. These tasks will be visible in the Tasks pane on the main WDRS splash page.

However, the ONLY way to view ALL tasks for your group is to navigate to the workflow describe earlier in this document.