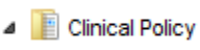
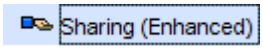
Guide How to Task another SystmOne Unit

e.g. Community Nursing

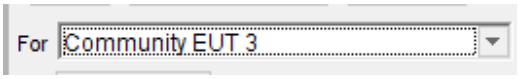
To task another SystmOne unit, these tasks have to be **patient specific**, and the patient has to be registered for care within the unit you wish to task. **NB:** Organisational Preferences will need to checked/changed to enable tasking within the new enhanced data sharing model. Within SystmOne navigate to the Set-up menu > users and policies>Organisation Preferences – expand 

and select 

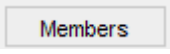
and ensure the is de-selected for ***Do not allow tasks to be sent from or to this unit if the patient has not consented to sharing***

1.

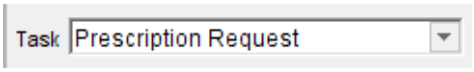
for your patient
2. Select the

button (usually on your standard toolbar)
3. Select the Community unit you wish to task using the drop down for:


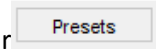
(**NB:** If the Community Nursing unit is not available, it may imply that the patient is no longer registered for care at that unit)
4. Select the

(if you are unsure if it's the correct user group, select the 

button, this will list all the users associated with this user group). **NB:** Please note that within our locality rules have been applied within the community units to automatically assign to the correct Caseload Team, even if you have left this option as

5. Select e.g 

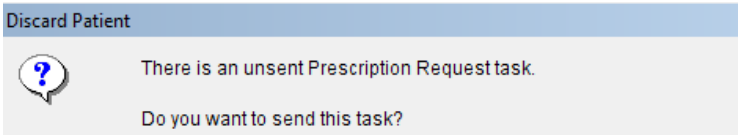
type (**NB:** Please note that these options may not be configured within the community units yet – this is an element of the system that needs to be addressed, therefore, the only option avaialable may be miscellaneous)
6. Subject must be patient specific

(mandatory for these type of tasks)
7. Key in test or use your organisation /user 

8. Select the

button
9.

the record or if you select

button, you will see the following prompt


select the

button