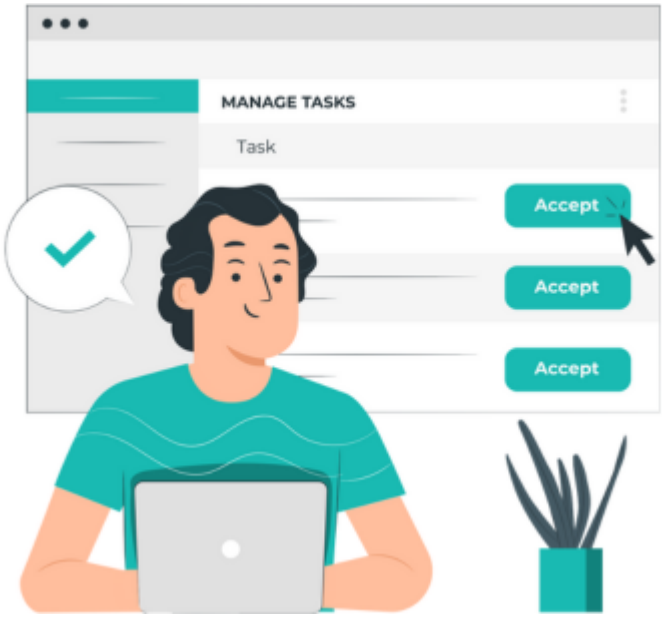
Claim and Complete a Task on Cloud

MyHub · https://cclearninghub.co.uk/docs/claim-and-complete-a-task-on-cloud/

Claim and Complete a Task in Cloud - Single Custom Form Workflow

This guide will cover using the Tasks section on MyHub to claim a task from a Single Custom Form and then complete it.



Embedded media:
https://demo.arcade.software/bwz1n50eiHl2RWGXlLt6?embed&embed_mobile=tab&embed_desktop=inline&show_copy_lin

1. When you are on the MyHub page, select **Tasks.** The number next to **Tasks** signify how many tasks are available.
2. View the **Available Tasks** and then click the **eye icon** next to the task you want to select.
3. Sections available to claim will have a **Claim** box under the **Actions** tab. Select this.
4. Click the **Pencil** icon to edit the task.
5. Finish the task at hand.
6. When done, select **Submit Form** and the **Record will be saved successfully.**

By using this workflow you can improve the ease of use and collaboration between staff members when producing forms for clients.

As an example, if a Service User has an accident at night you can then report it by creating a single custom form incident report on Pocket. When the manager arrives in the morning they can then sign it off using Care Control Cloud.