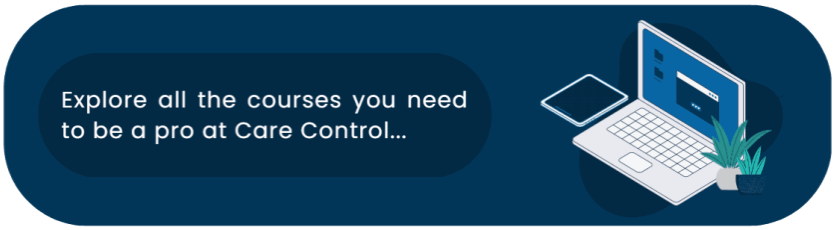
Creating Custom Tasks

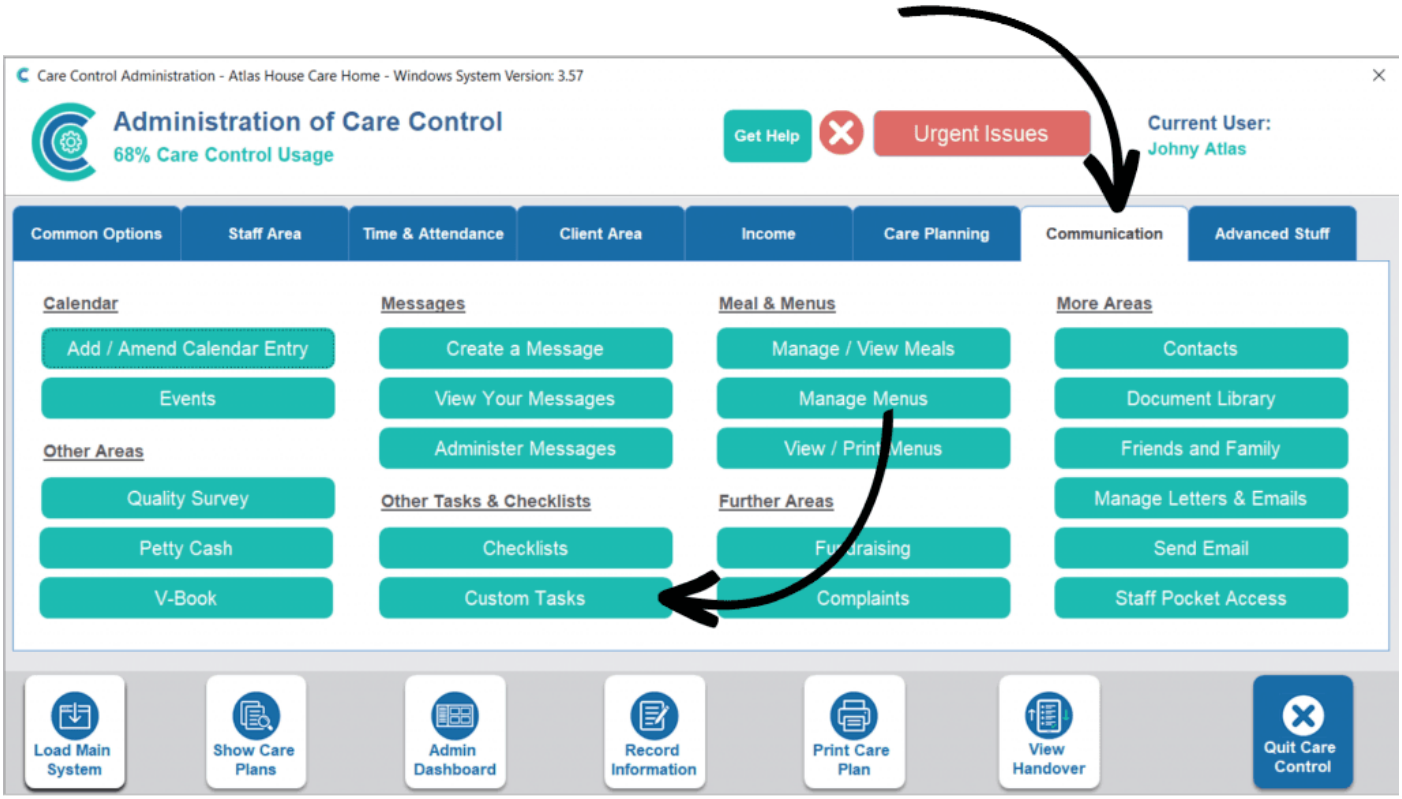
Checklists Windows · https://cclearninghub.co.uk/docs/creating-custom-tasks/



Creating Custom Tasks

This guide will cover how to set up custom tasks on Care Control Windows. This feature allows tasks to be set up for anything not already covered within Care Control.

Embedded media:
https://player.vimeo.com/video/814966733?color&autopause=0&loop=0&muted=0&title=1&portrait=1&byline=1&h=58f3



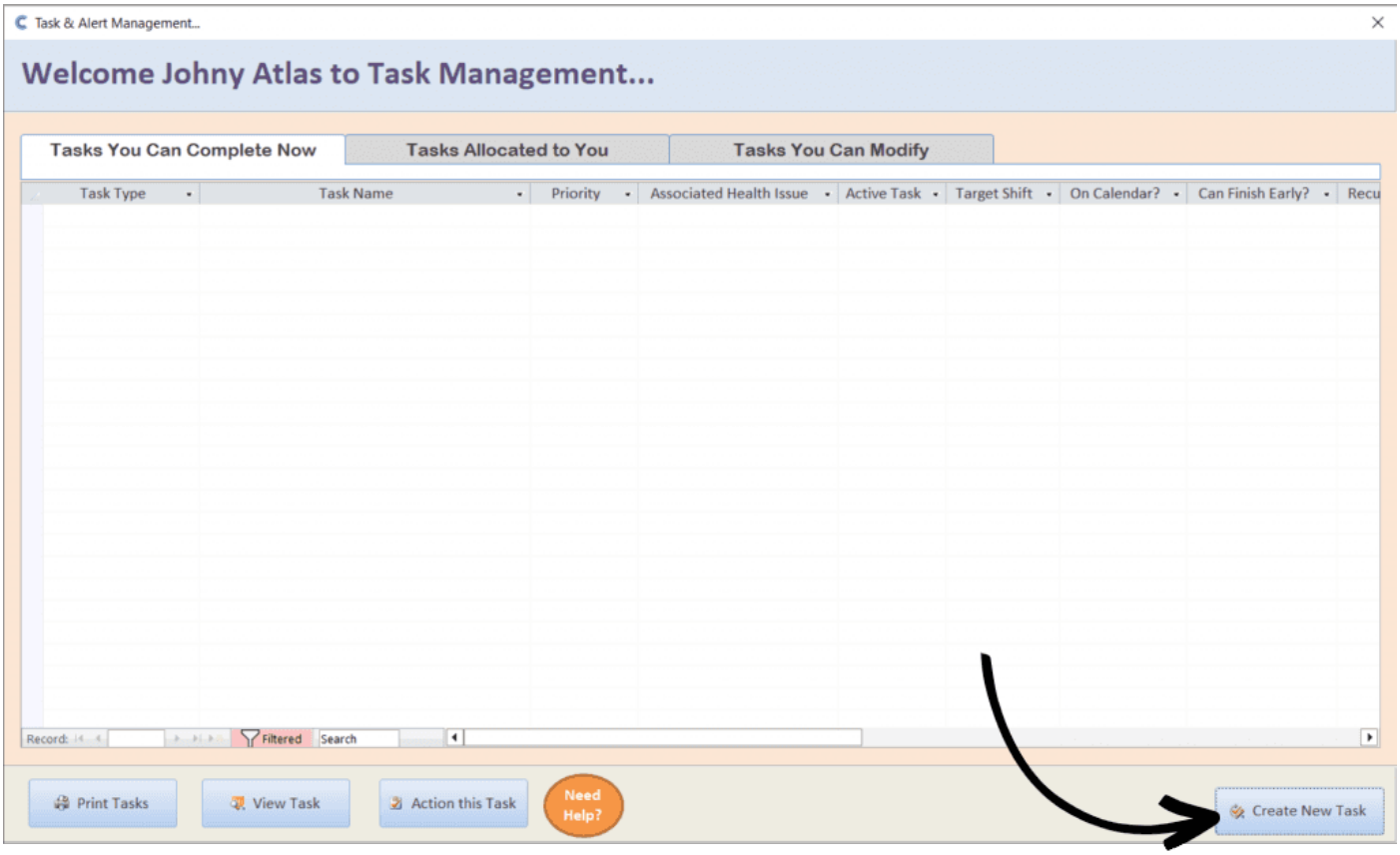
1

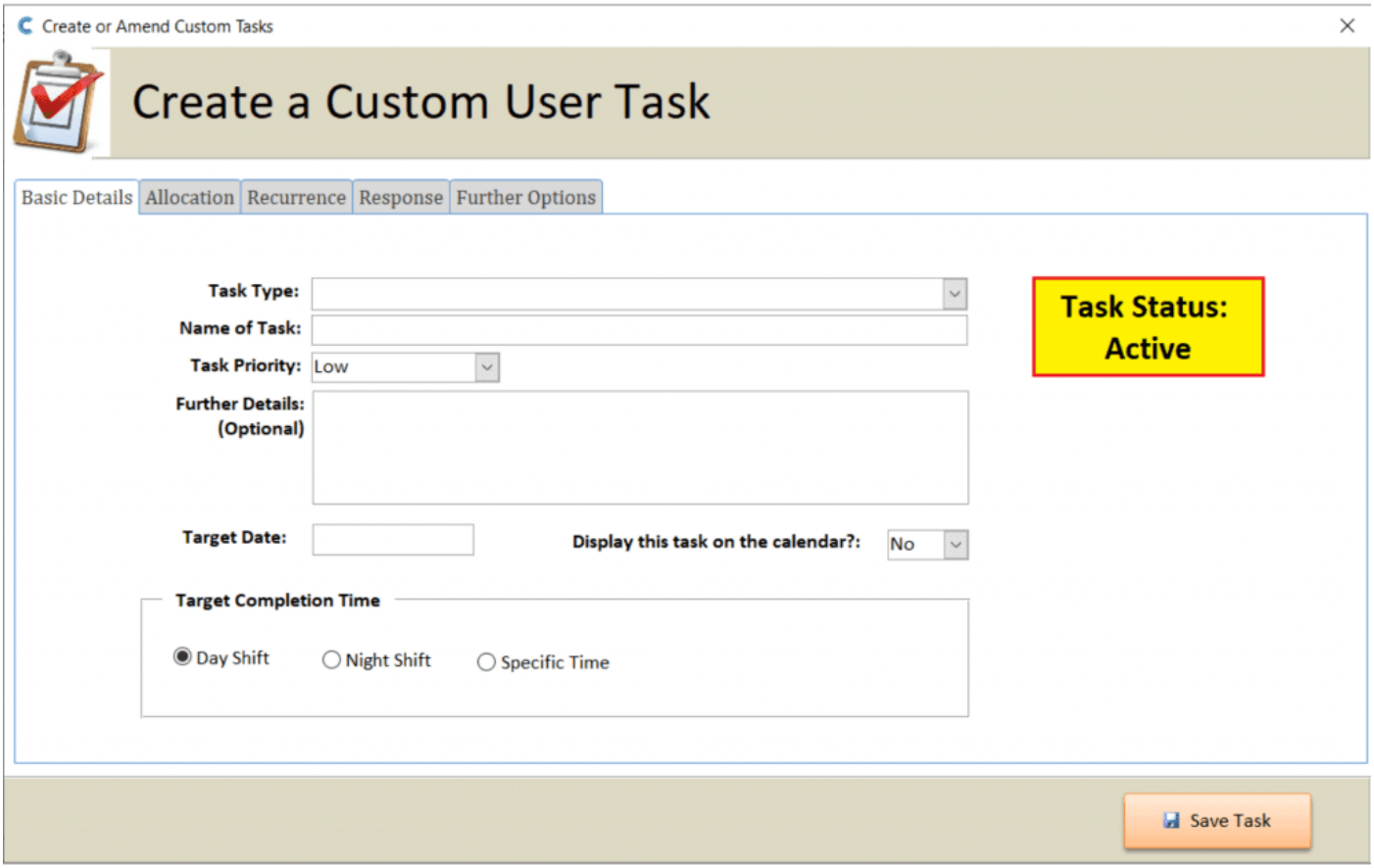
In the **Administration of Care Control Windows**, navigate to **Custom Tasks**, which can be found under the **Communication** tab.

2

A new window will open. Here you can view tasks grouped into 3 tabs – tasks you can complete now, tasks which are allocated to you, and tasks which you can modify.

To create a new one, press **Create New Task** in the bottom right-hand corner of the window.





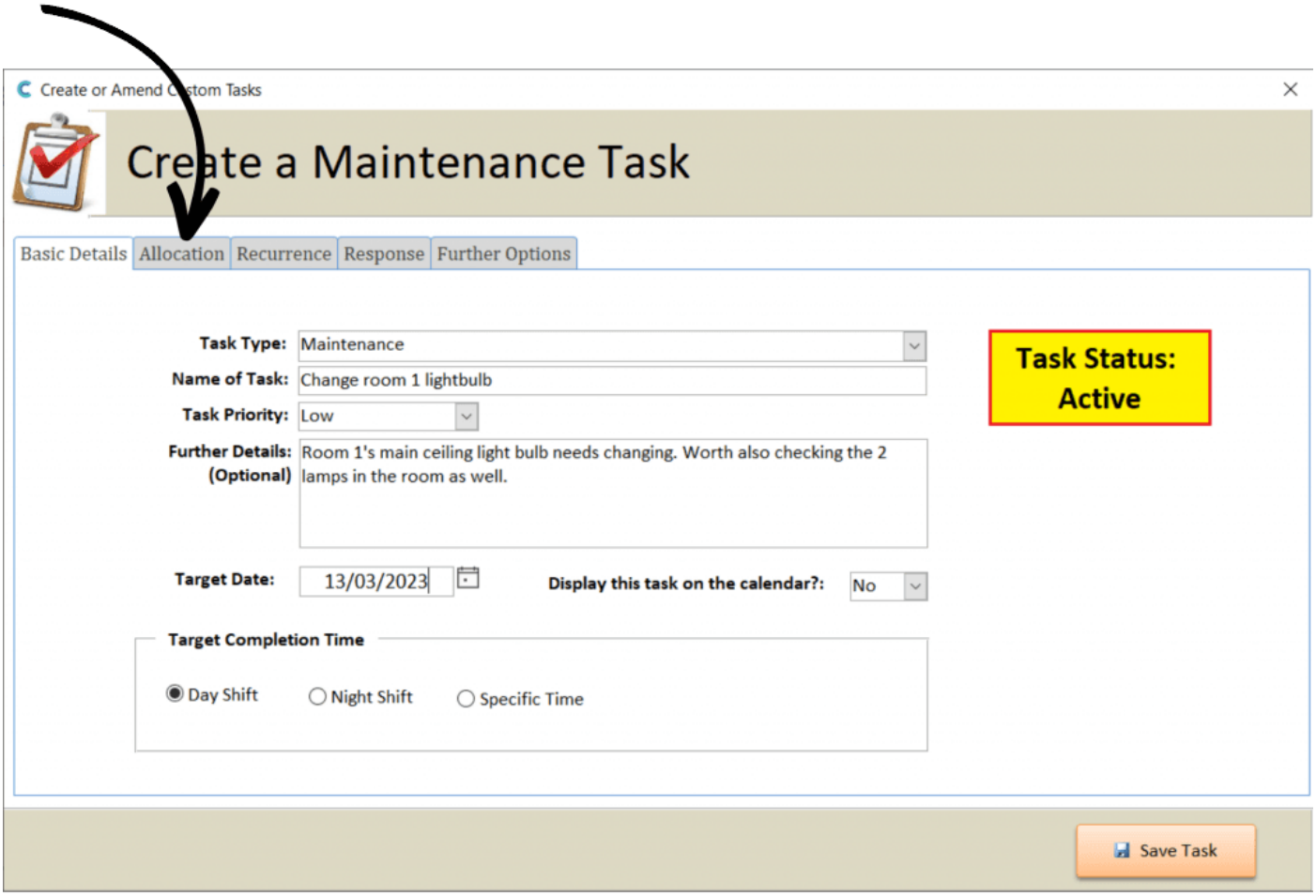
3

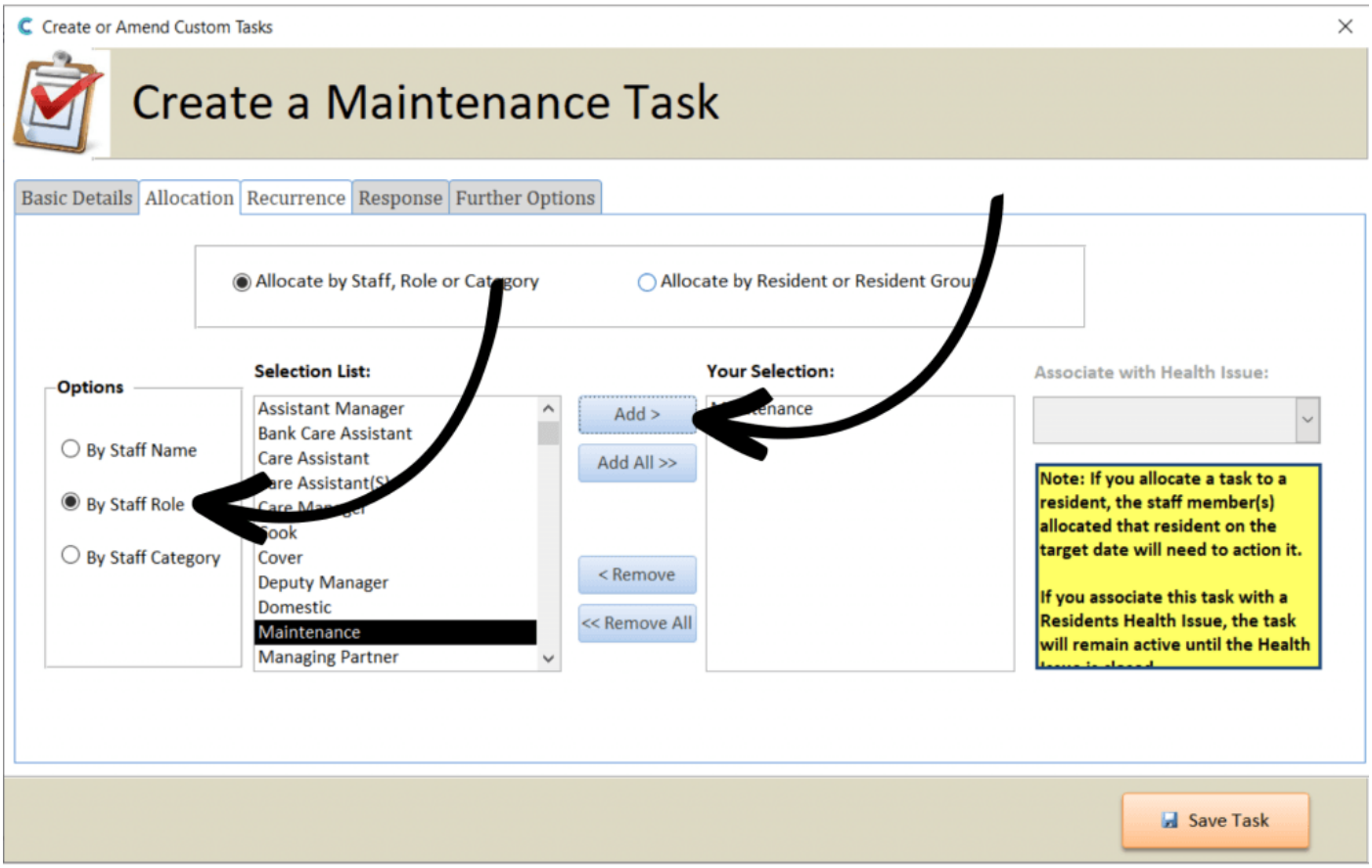
A blank form will open. Here you can enter the details of your new task.

4

In this example, we are creating a **Maintenance** type task, with a low priority. We have also entered some details about the task and a target date and shift.

After completing this page, we can move to the next tab, **Allocation**.


Create or Amend Custom Tasks
Create a Maintenance Task
Basic Details
Allocation
Recurrence
Response
Further Options
Task Type:
Maintenance
Name of Task:
Change room 1 lightbulb
Task Priority:
Low
Further Details: (Optional)
Room 1's main ceiling light bulb needs changing. Worth also checking the 2 lamps in the room as well.
Target Date:
13/03/2023
Display this task on the calendar?:
No
Target Completion Time
Day Shift
Night Shift
Specific Time
Task Status: Active
Save Task



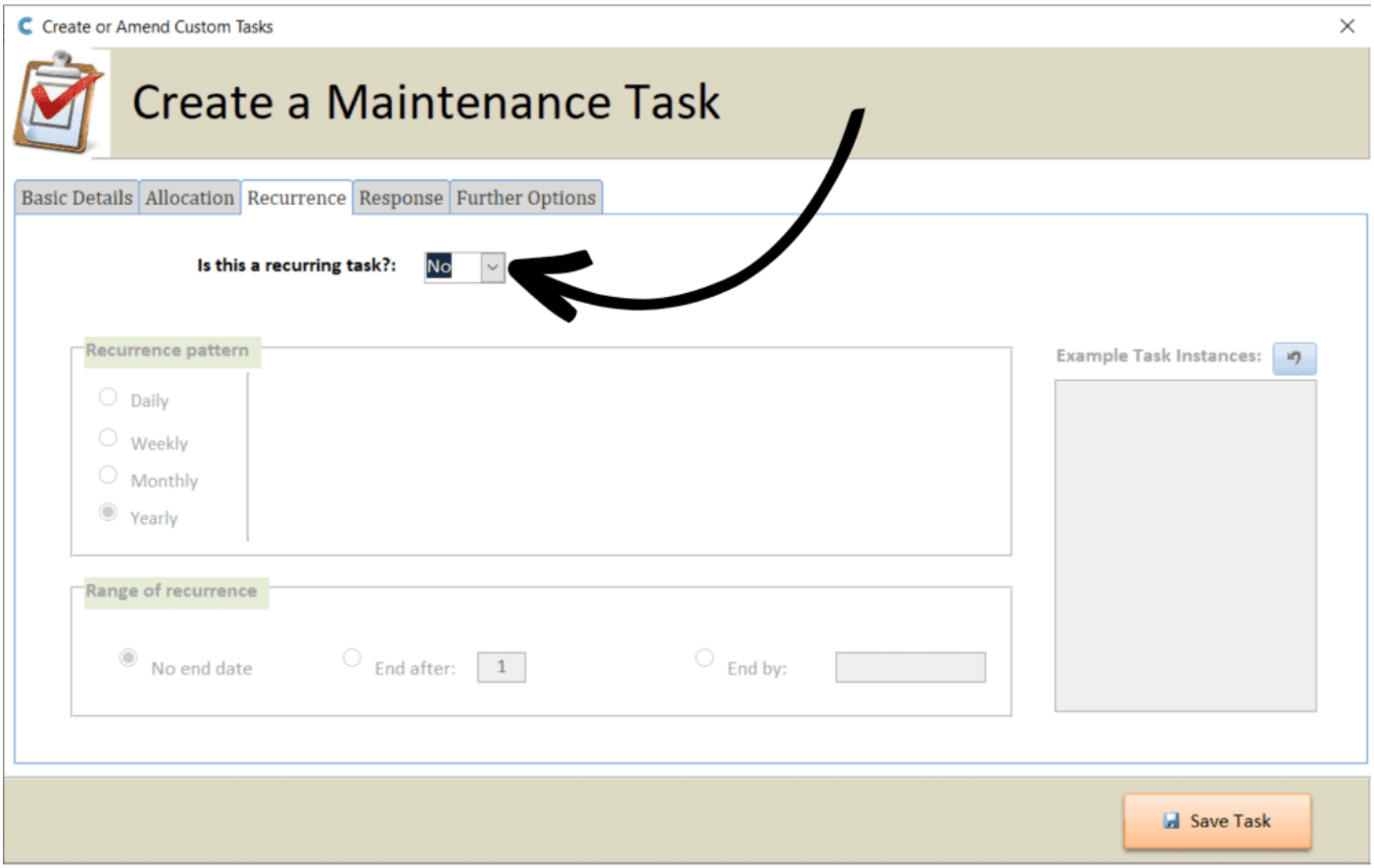
5

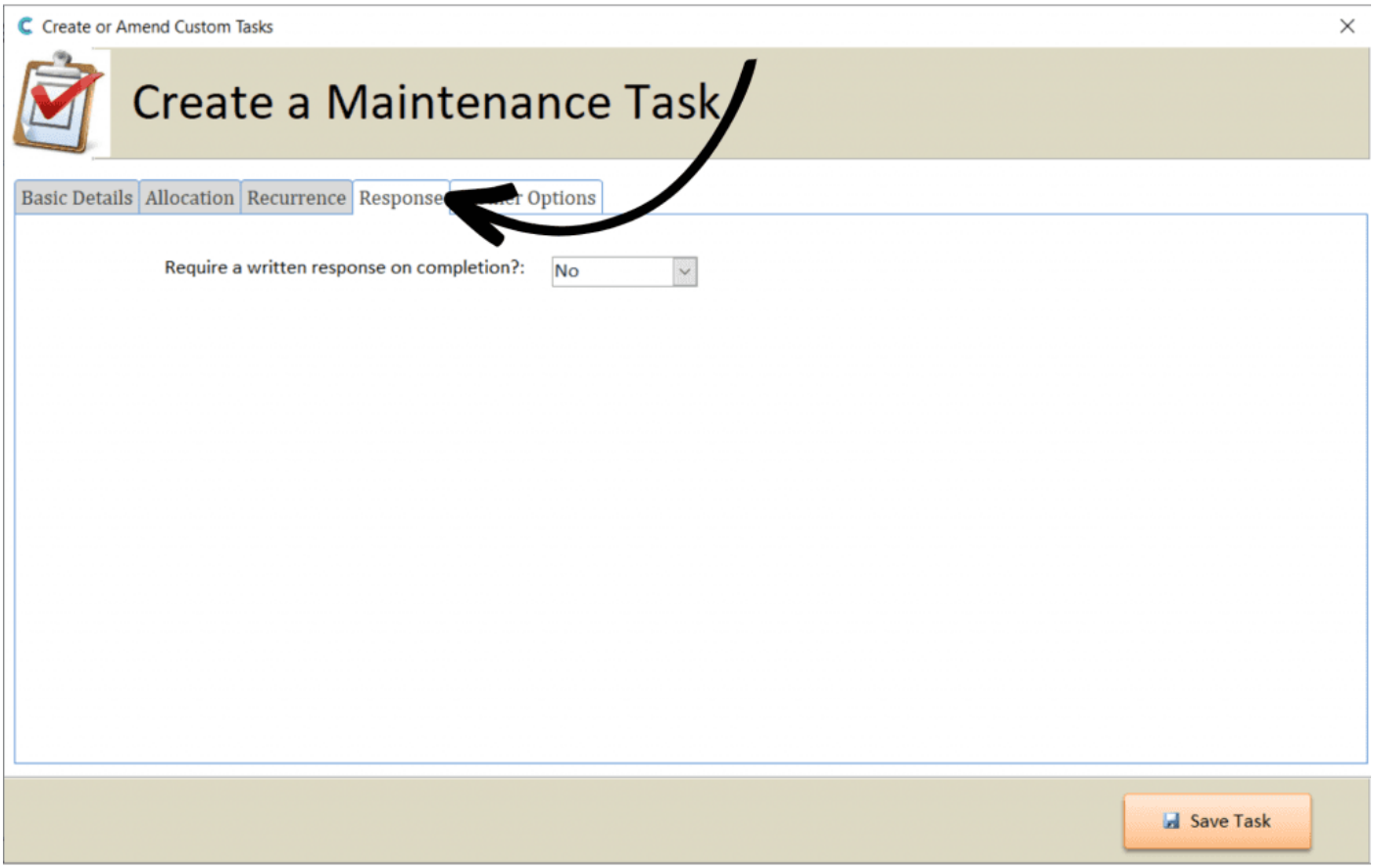
This tab is where we can set who the task is assigned to. In this example, we filter **By Staff Role** and select **Maintenance** staff by selecting the role and pressing **Add**.

You can also allocate by staff member, category and by the service user.

6

The next tab deals with the **Recurrence** of this task. Here, you can set a frequency for this task to repeat. In this example however, the task is a one-off.





7

The **Response** tab can be configured so that a written statement is required after completion of the task. In this example, we will leave this as not required.

8

Finally, there are some **Further Options** we can configure.

The first is whether the task expires after the target date passes. The second is whether the task can be completed early, before the target date. The third is whether the task can be postponed, and by how many days, and finally, the fourth is whether only staff with administrative access can

