How to View Outstanding Tasks

Resident Care Plans · https://cclearninghub.co.uk/docs/how-to-view-outstanding-tasks/

How to View Outstanding Tasks

This guide explains how to view and manage a resident's outstanding tasks from their Care Plan Summary.

Takes 1 minute

For: Care Staff

Updated: 8th June 2026

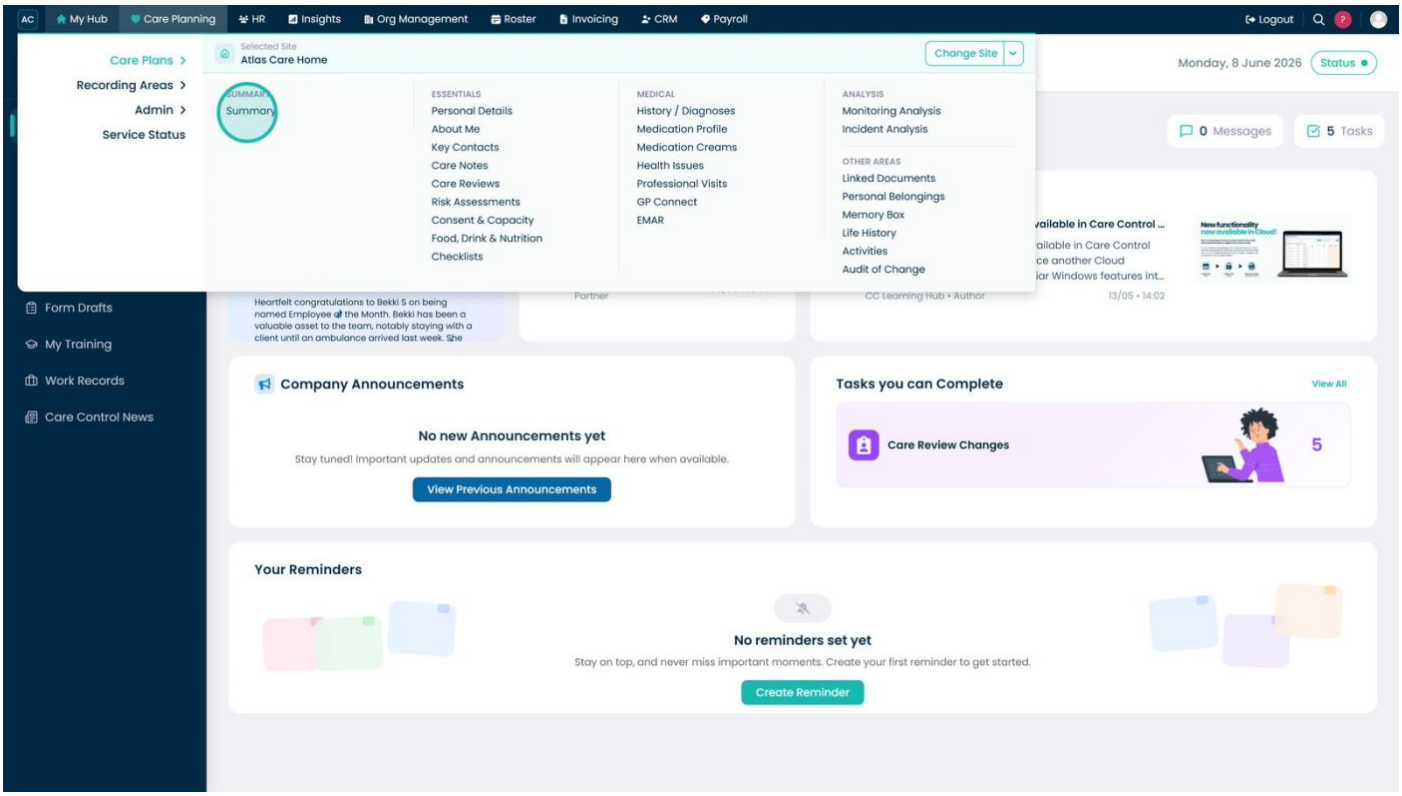
Introduction

The Outstanding Tasks section provides a central place to review tasks that are due, overdue or awaiting completion for a resident. This helps staff quickly identify priorities and access the relevant records directly from the resident's care plan.

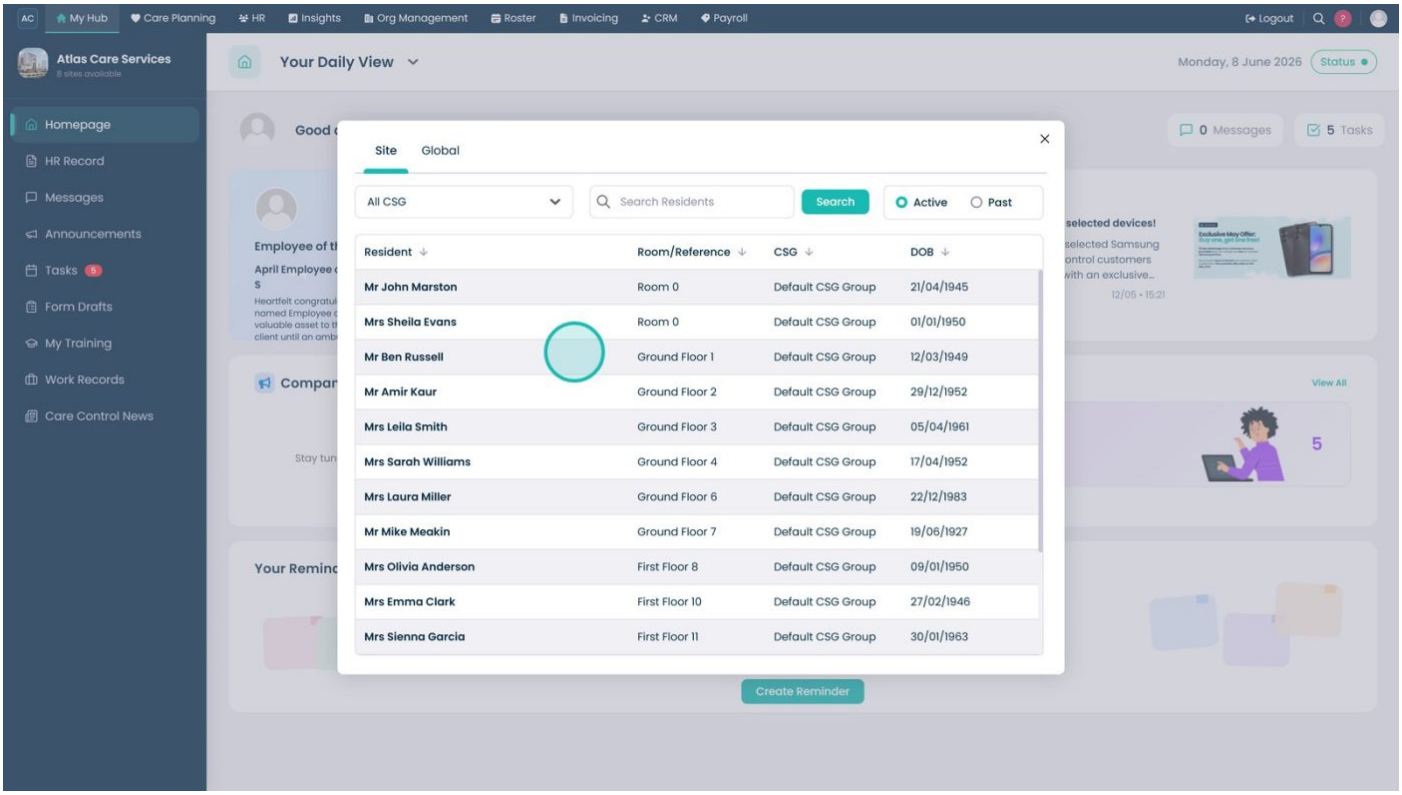
In this guide you'll learn how to:

- Access a resident's outstanding tasks
- Identify overdue and upcoming actions
- Understand task status indicators
- Open tasks directly for completion

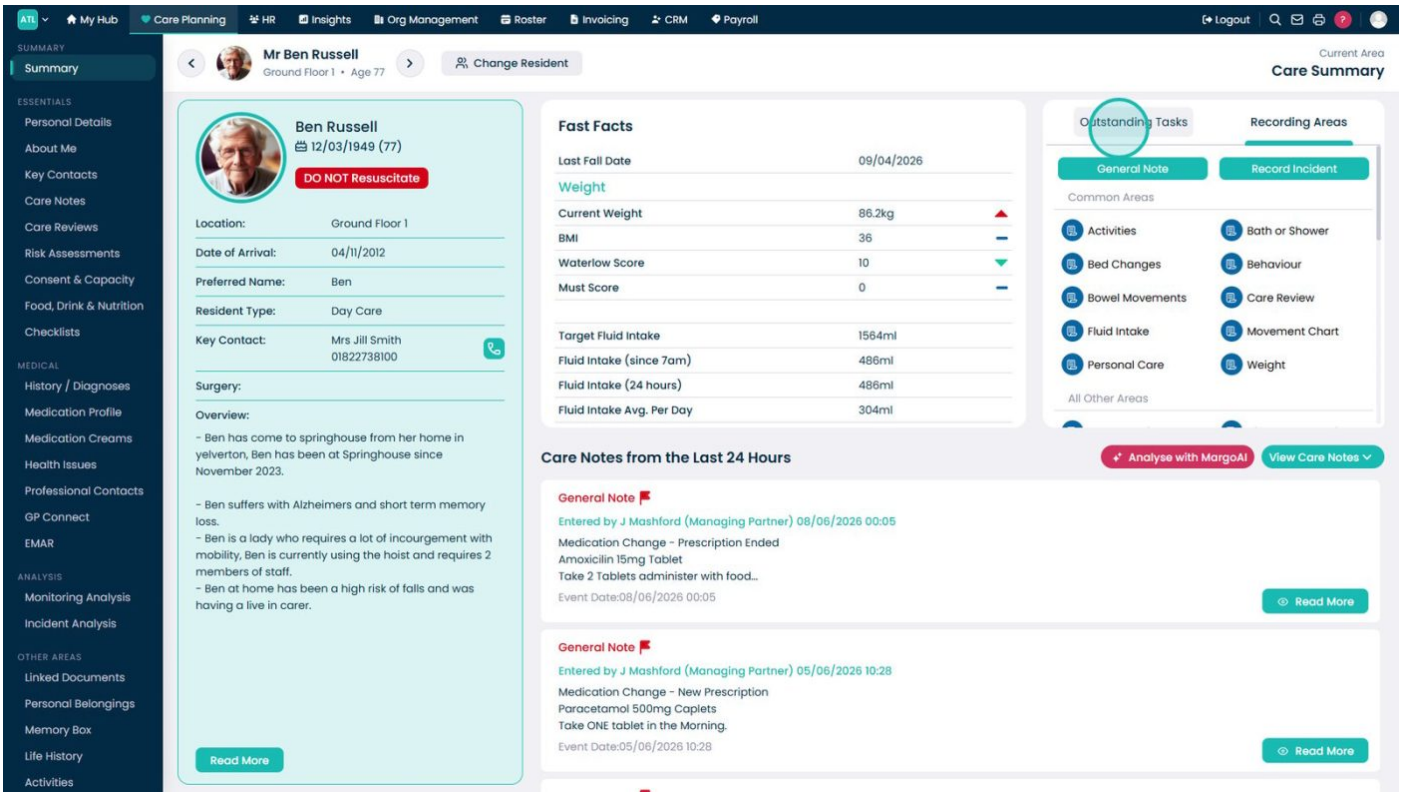
Open the Summary section from Care Plans.



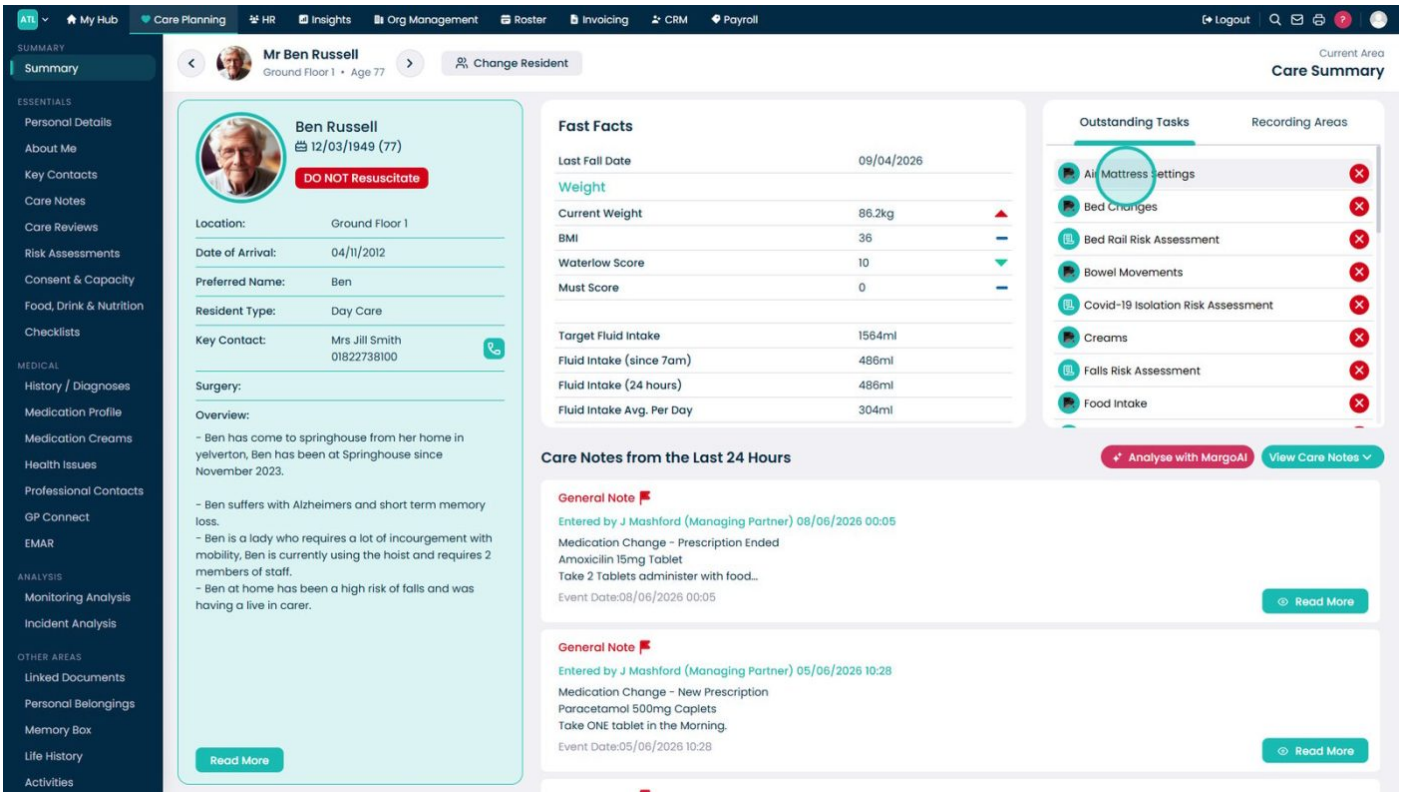
Select the resident whose tasks you want to review.



Open the Outstanding Tasks tab to view tasks that require attention.



Select a task to open it and begin completion. Overdue tasks display a red indicator, while upcoming tasks display an amber indicator.



Top tip

Red indicators highlight overdue tasks that require immediate attention, while amber indicators show tasks that are approaching their due date.

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