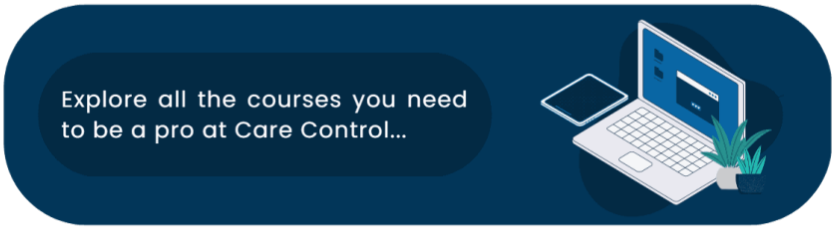
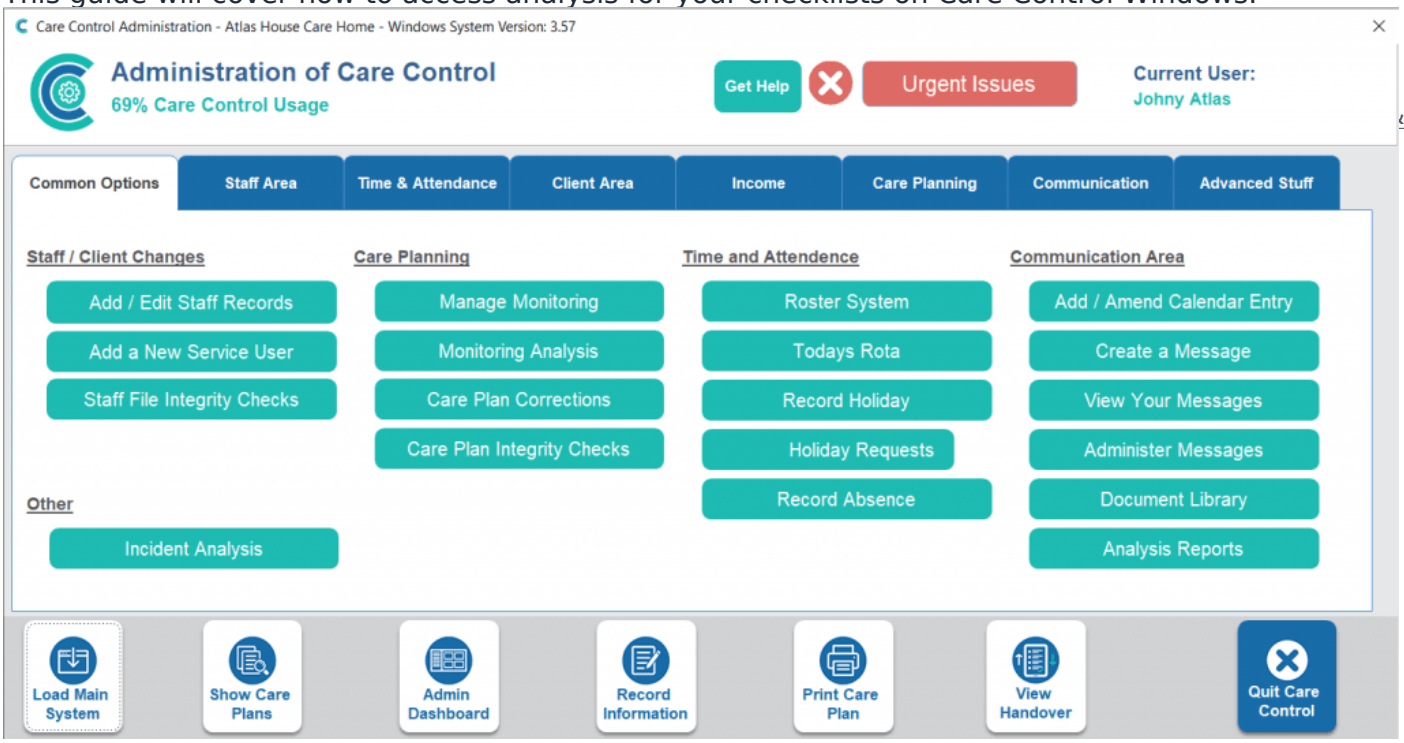
Viewing and Printing Completed Tasks or Checklists

Checklists Windows · https://cclearninghub.co.uk/docs/viewing-and-printing-completed-tasks-or-checklists/



Viewing & Printing Completed Tasks or Checklists

This guide will cover how to access analysis for your checklists on Care Control Windows.

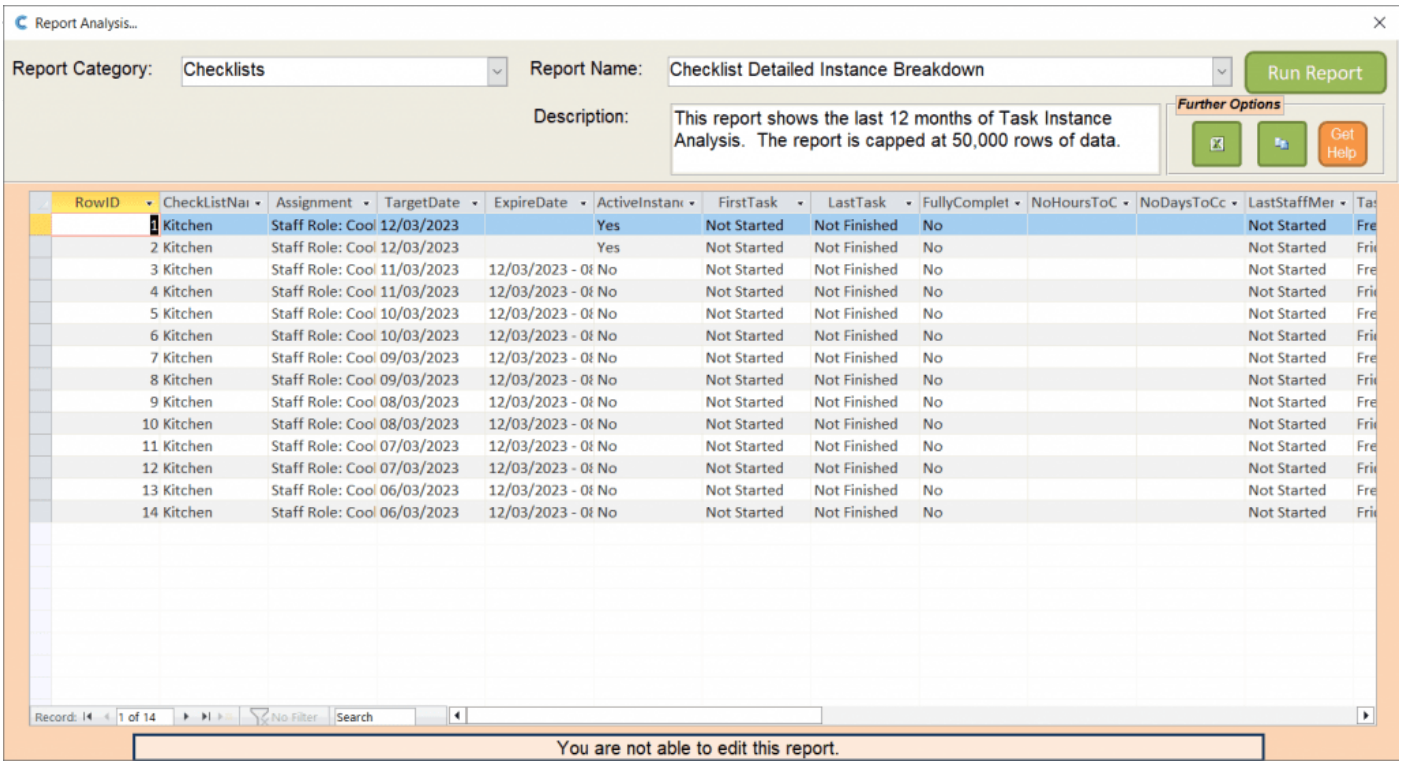


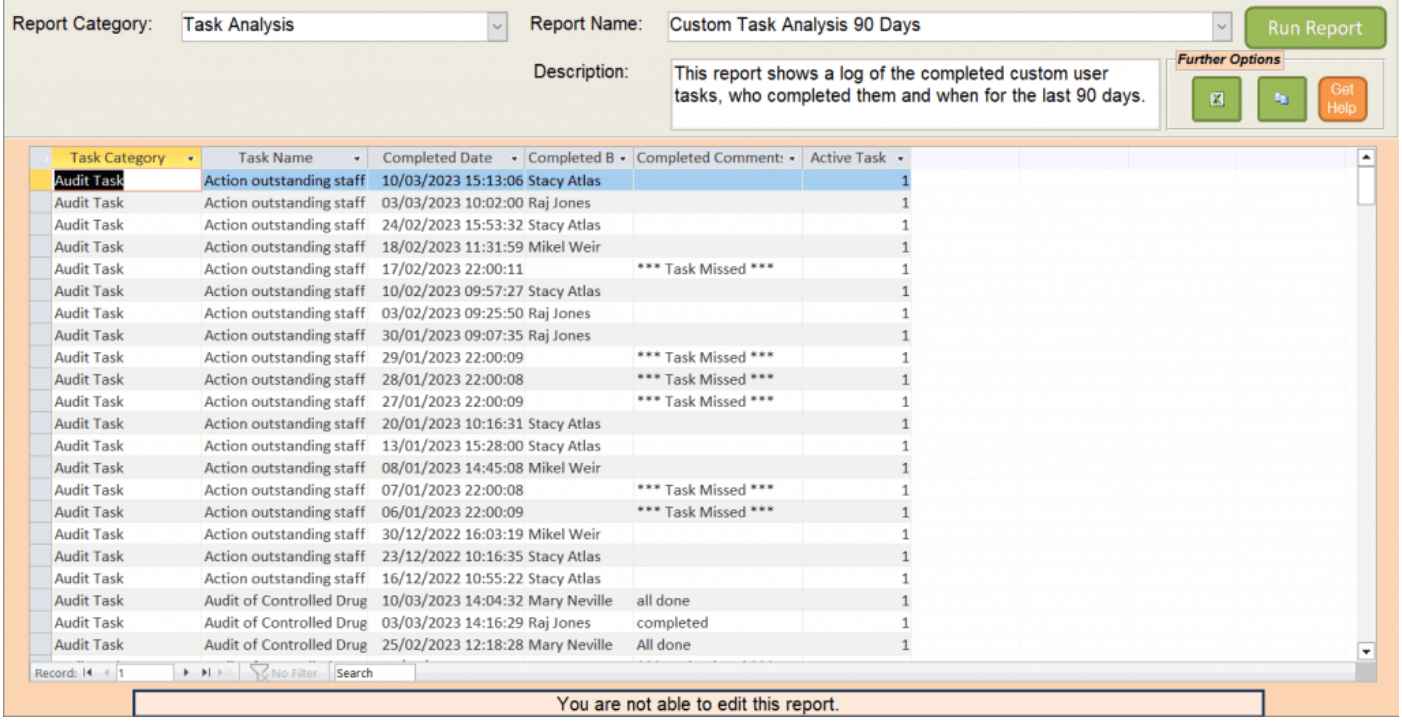
1

In the **Administration of Care Control Windows**, navigate to **Analysis Reports**, which can be found under the **Common Options** tab.

2

In the **Report Category**, select **Checklists**. In the Report Name, select **Checklist Detailed Instance Breakdown**. Press **Run Report**.





3

In the Report Category, select **Task Analysis**. In the Report Name, select **Custom Task Analysis 90 Days**. Press **Run Report**.

This report gives an overview of the status of custom tasks on your system.

You can export this report to Excel for printing via the Excel icon in the **Further Options** box.