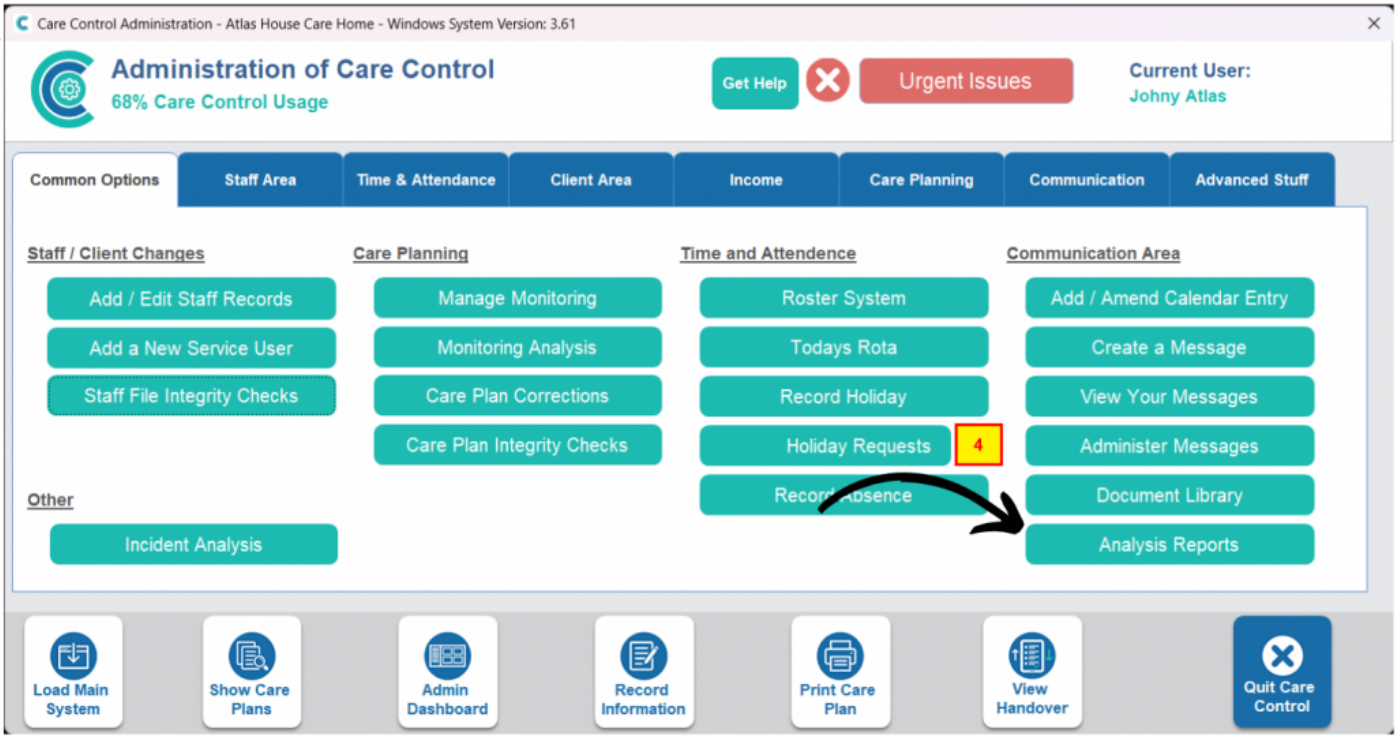
Viewing & Printing Completed Tasks

Staff Windows · https://cclearninghub.co.uk/docs/viewing-printing-completed-tasks/



Viewing & Printing Completed Tasks



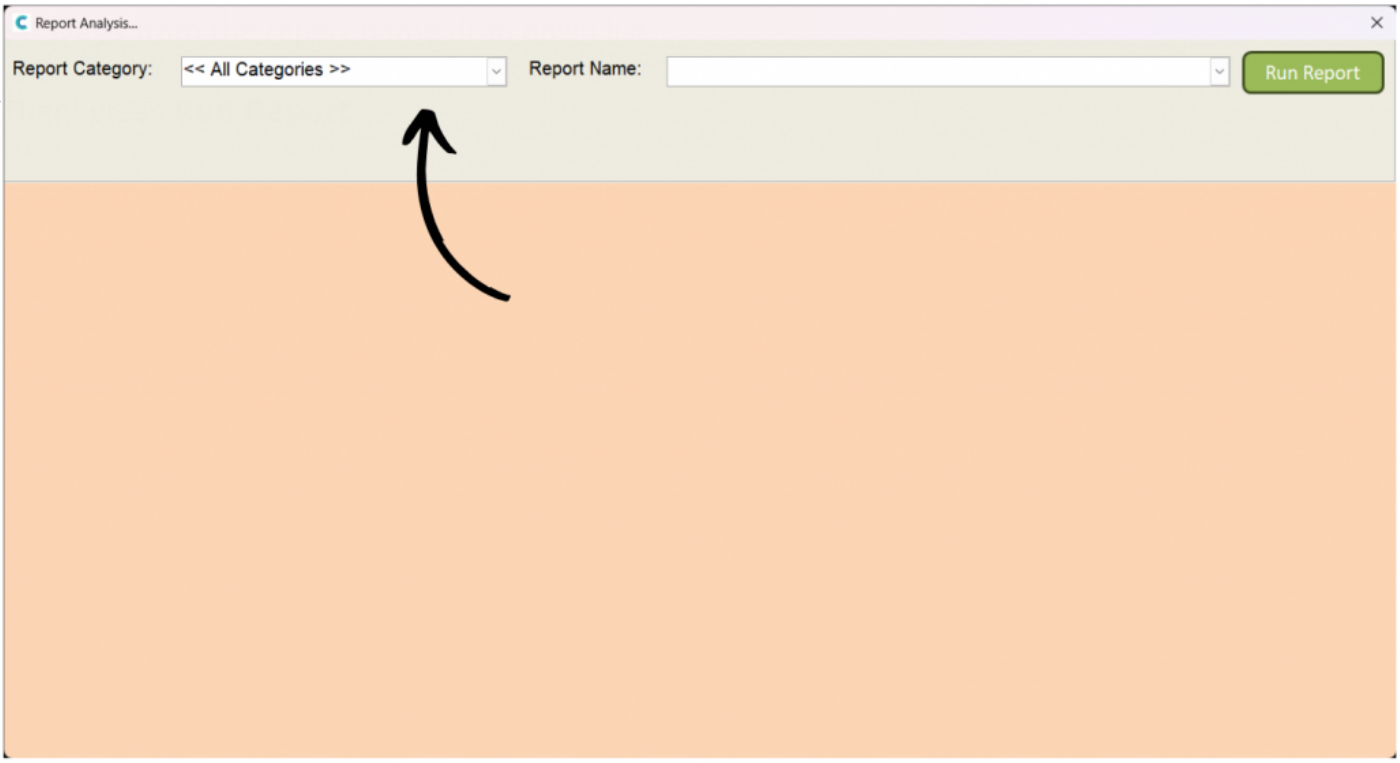
1

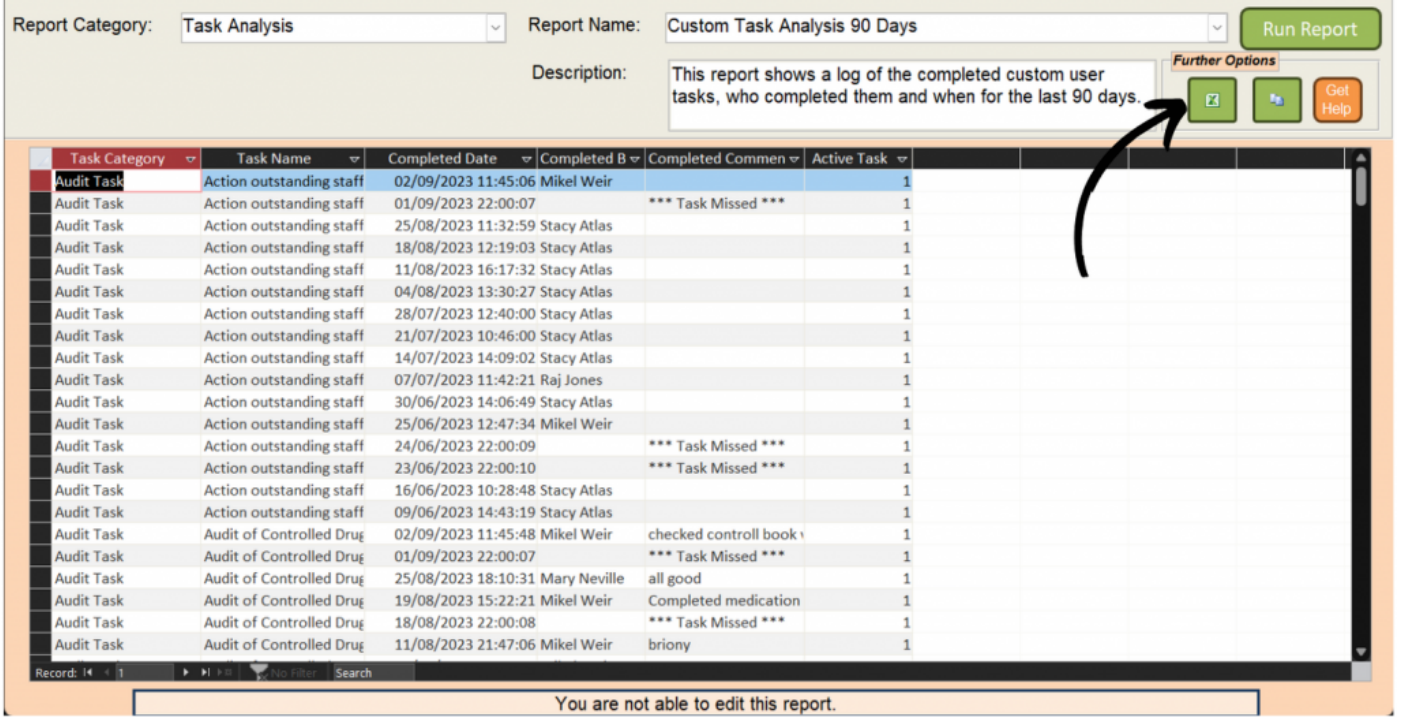
In the Administration of Care Control Windows, navigate to the **Analysis Reports** tool, which can be found under the Common Options tab.

2

A new window will open.

Here, select **Task Analysis** from the report category drop down list and **Custom Task Analysis**





3

The report will generate below. Each row contains information about a task on your system, when it was completed and who it was completed by.

You can export the report to Excel, or copy the contents of the report to your clipboard, via the **Further Options** buttons in the top right.

From there you can print, email and share your report as required.