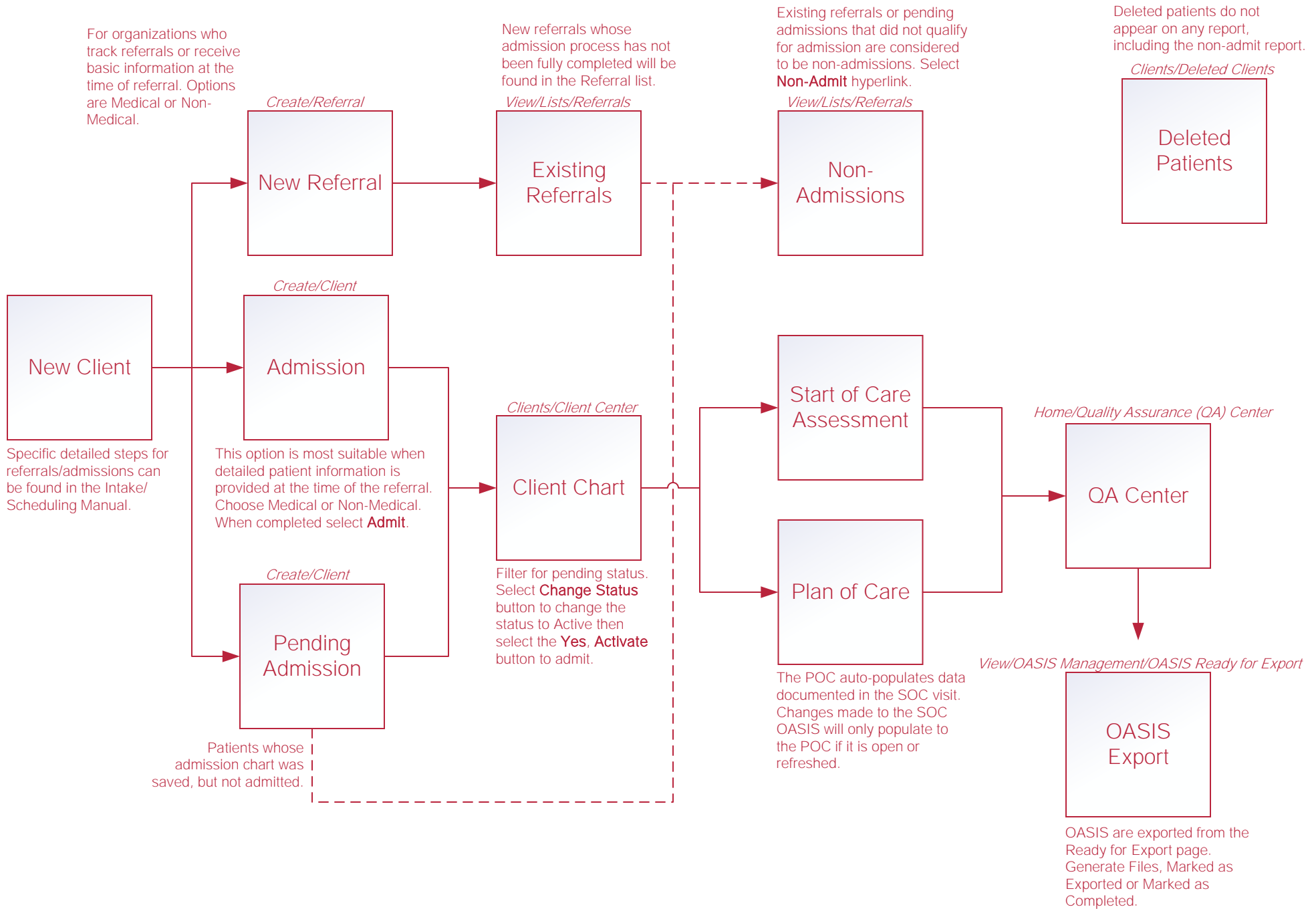


# HOME CARE INTAKE AND SCHEDULING FLOW CHART

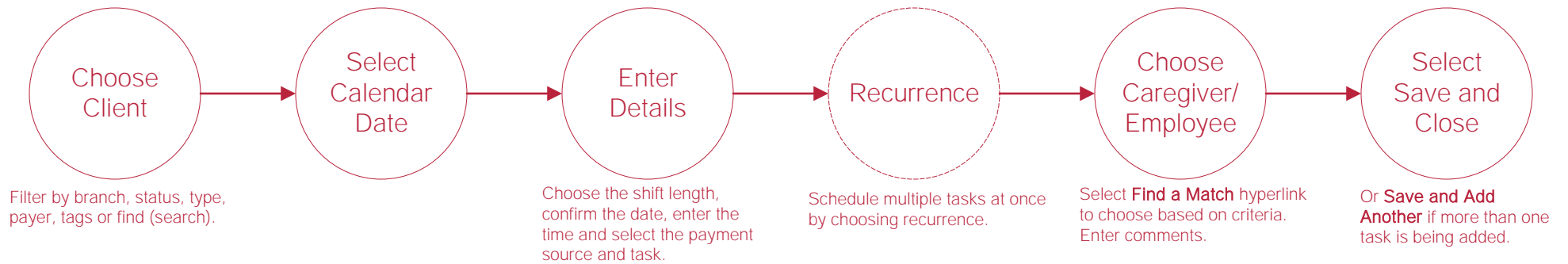
# Intake Process



# Scheduling Tasks\*

## Schedule Task(s)

*Schedule/Schedule Center\*\**



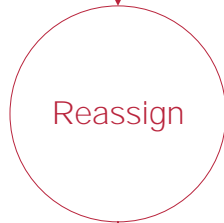
# Reassigning and Deleting Tasks\*

## Reassign Single Task

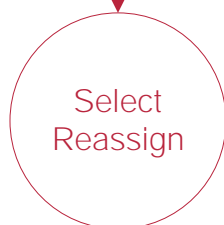
*Schedule/Schedule Center*



Or hover over task in calendar schedule.

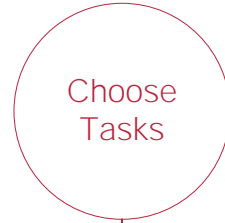


Select *Action/Reassign*.

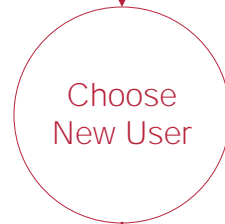
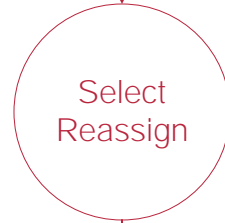


## Reassign Multiple Tasks

*Schedule/Schedule Center/Task Manager*



Select individual check-boxes or select all by selecting header check box.

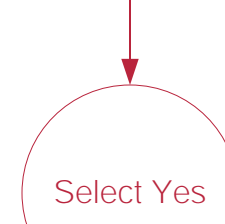
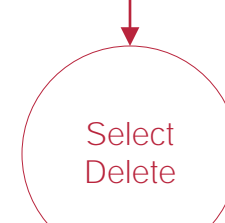


## Delete Multiple Tasks

*Schedule/Schedule Center/Task Manager*

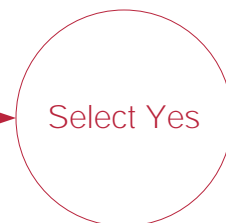


Select individual check-boxes or select all by selecting header check box.



## Retrieve Deleted Tasks

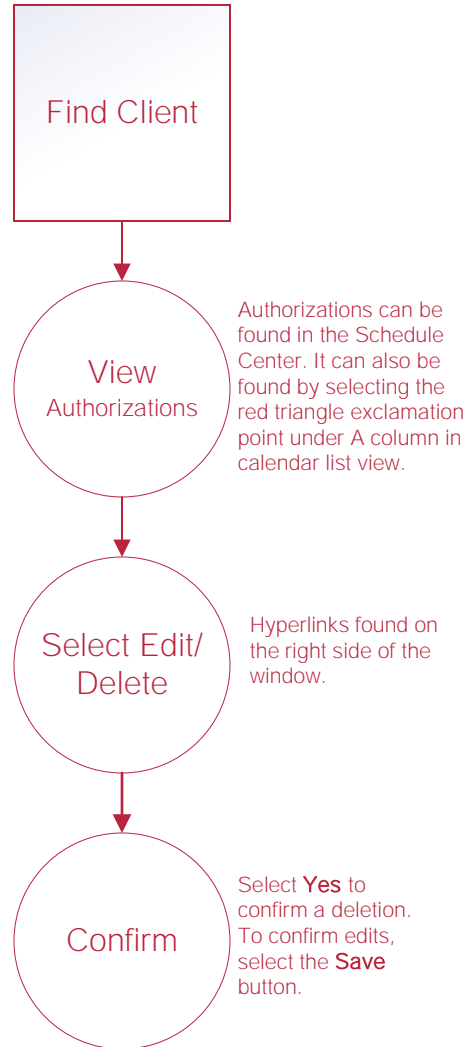
*Clients/Client Center/Quick Reports/Deleted Tasks Documents*



# Authorizations\*

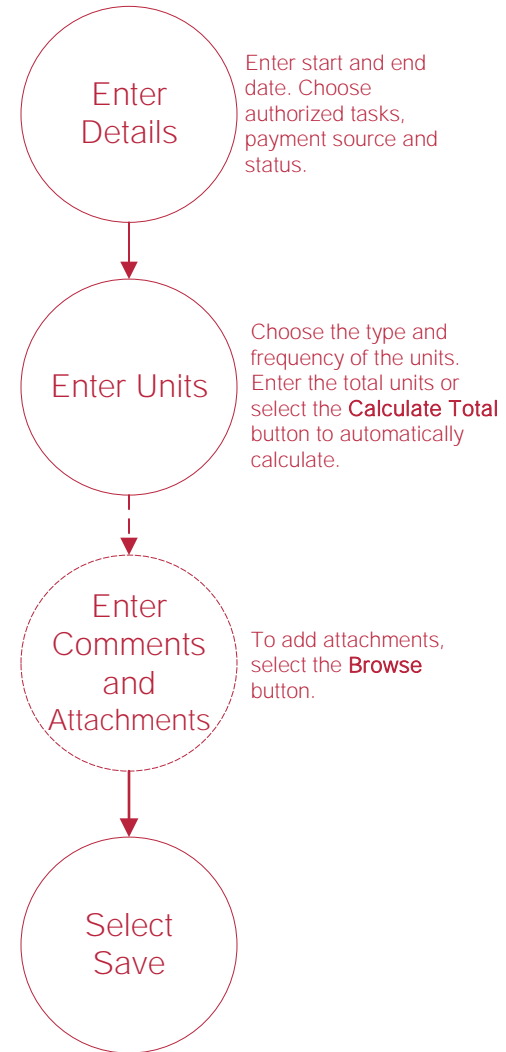
## Edit/Delete Authorization

*Schedule/Schedule Center\*\*\**



## Add New Authorization

*Clients/Client Center/Create/Authorization\*\**



# Help Center Process

*Help/Help Center*



Help Center

This center will provide step-by-step instructions on areas of the software, as well as instructional videos.