Tiaki – To Do's

Overview

This document will help you understand how to create a To Do list item and review the To Do list for yourself and your care location.

To do's don't follow the woman, they are just a reminder for yourself. If there was a change in LMC, then the midwife taking over care wouldn't be able to see any 'To do's' you have made relating to that woman.

Click on the three lines on the top right hand corner of the banner to open the drop down menu and select 'To Do.'
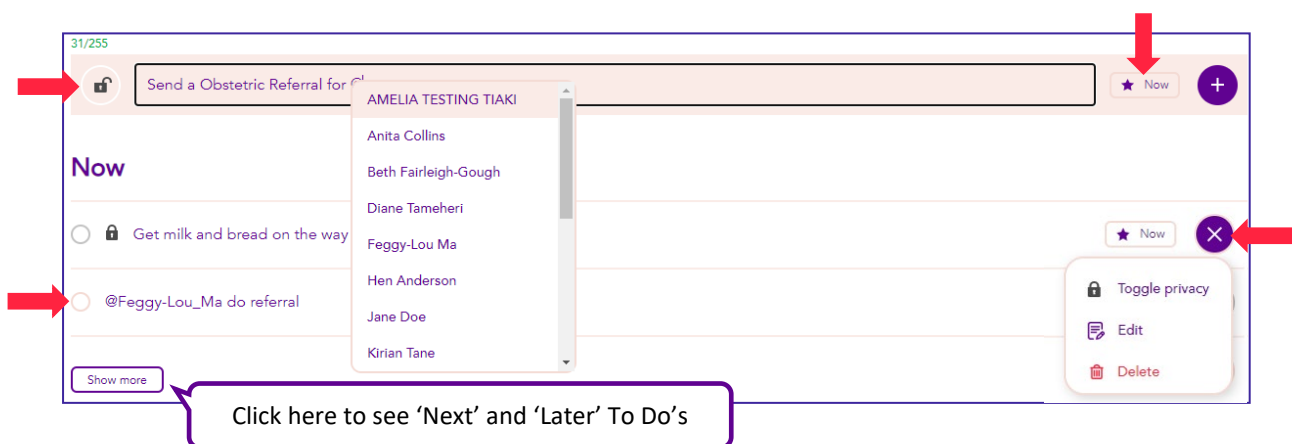

My To Do's

When you select To Do's it will open to 'My To Do's' which is just that, all of your To Do's yet to be completed.

Creating a quick new task

Directly below the above sub heading you will find the quick option to create a new task. Simply select private or not private by clicking the padlock symbol, type the new task in the box. You can also include the woman's name in your task by simply entering the '@' symbol, then a drop down box with all your woman in it will appear, simply select the woman you want or start typing their name until you can click on it. When you have finished entering your new task to the right select now, next, or later and when you are ready to save your task click on the '+' and it will appear under the now, next or later heading selected.

Click here to see 'Next' and 'Later' To Do's

The 'My to do's' are filtered by Now, Next, and Later, Now being your highest priority. From here you can click the circle in front of the task to mark it as complete and change the task between now, next, and later to the right. You can also click the three dots to mark the task as private or remove from being private and edit or delete it the task.

Creating a new To Do

To create a new To Do, simply click on the purple circle at the bottom right-hand corner, as pictured. You can find this purple circle under each of the To Do tabs.

To start firstly select the midwife you would like the task to be for, select if it is a private task and type in your task. If you would like to tag a woman in the task, simply type the '@' symbol and select from the list that will appear. Now select if you would like the task to be Now, Next, or Later, once you have finished your task either click 'Save' or the '+'.

Completed

Under the 'Completed' tab you will find all your completed To Do's or tasks. You can type keywords in the search function to find a particular task.
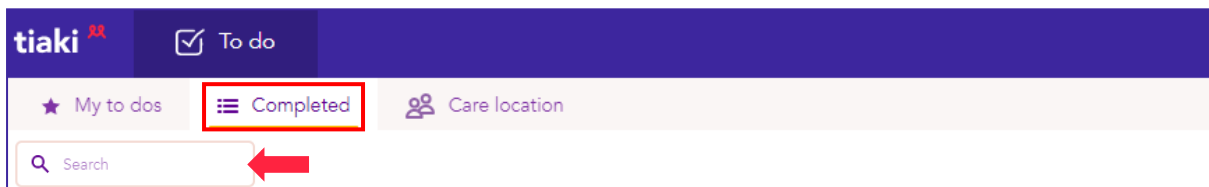
From here you can click the ticked circle in front of each task to move it back to 'My to dos'. You can also click the three dots to the right to change the privacy and edit or delete a task.

As you will see in the picture below when you tag a woman in the task you will have more options when you click the three dots to the right.

Care location

Under the care location tab, you will find all tasks for midwives in your care location. You are not able to see other midwives private tasks, however your private tasks will appear in this list. You can filter by midwives and incomplete or complete tasks.

The tasks are filtered by Now, Next, and Later, you can view the Next and Later tasks by clicking 'Show more.' You can edit a task, delete it, move it between now, next, and later, you can also complete or uncomplete a task. You have the option to make another midwives task private if you do so you will no longer be able to see it. If you tag a woman in a task you will also have the extra quick links when clicking on the three dots.