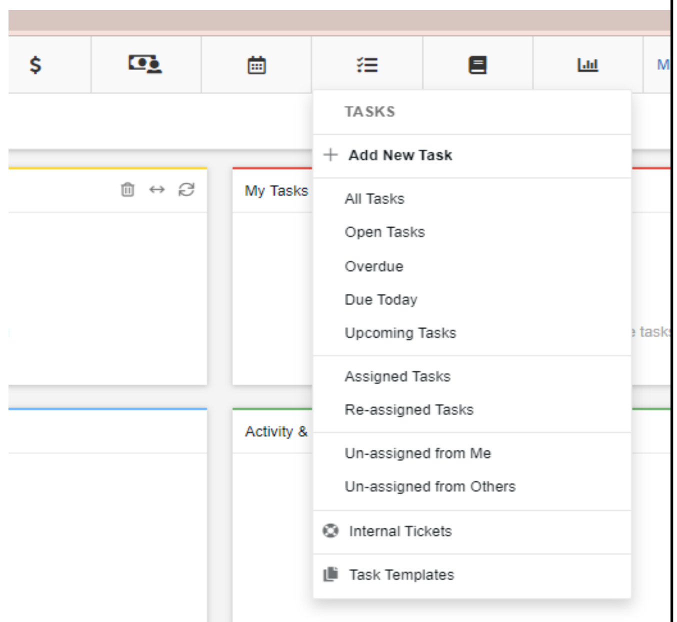
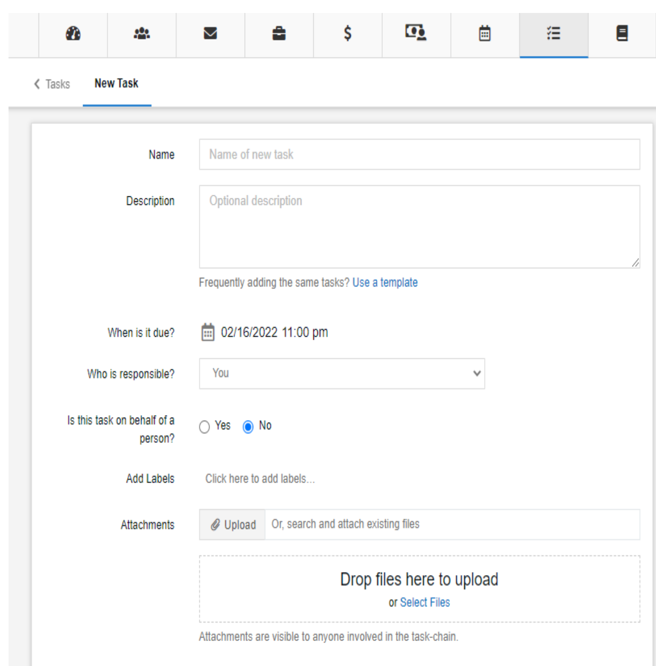
Schedule Change in CR
Task Analysis

Step	Task	Visual
1	● Login into your CR account ● On your dashboard select "**TASKS**" (three lines symbol) ● Select "**Add New Task**"	
2	Once the New Task window opens enter the following information: ● Name (Subject): Schedule Change Request ● Description: -***Provider Change*** (from provider A to provider B) -***Cancellation*** (parent or provider cancellation, indicate if less than 12h before session start) -***Date Change*** (from date to date) -***Time Change*** (from time to time) ● Enter the date and time the task is due ● Choose the assigned case manager of the client ● Choose the label "**Schedule Change**" ● Click "Create Task"	

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- This is an example of a completed task form
- Please see the visual->

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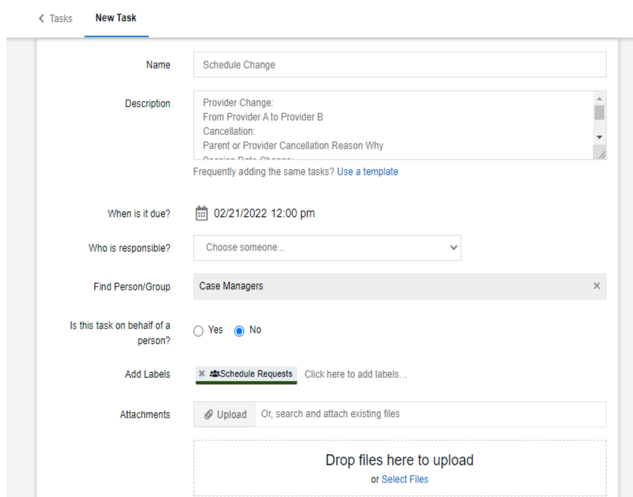

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If you don’t know **which case manager** to assign the task to:

- Check in the **client’s profile**
- Please see the visual->

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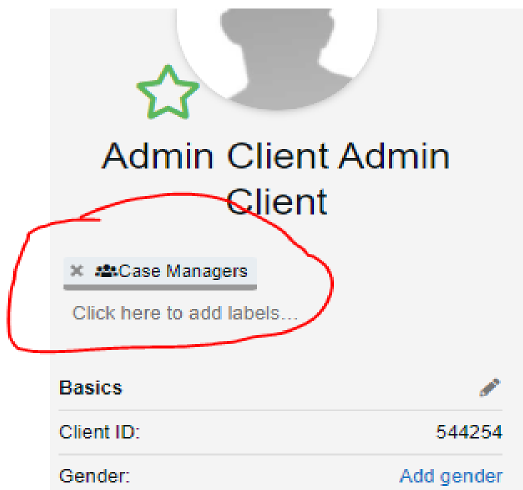

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To check on the **status** of your task:

- Selecting “**TASKS**” from your dashboard Select “**All Tasks**”
- You’ll be able to see your sent task in the list
- The “Status” column will indicate if the task was completed

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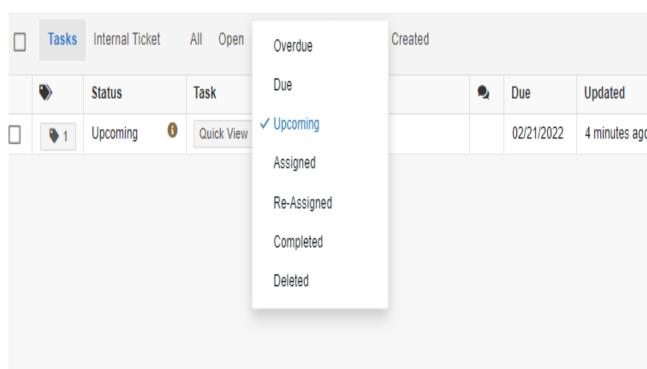

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	To check all of your task: ● Find the **widget** with the dark red line on your dashboard ● You can choose different options from the drop down