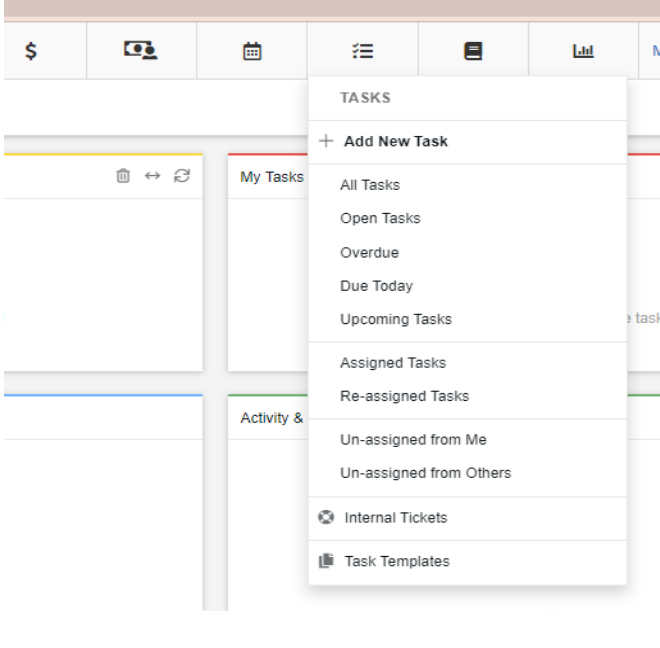
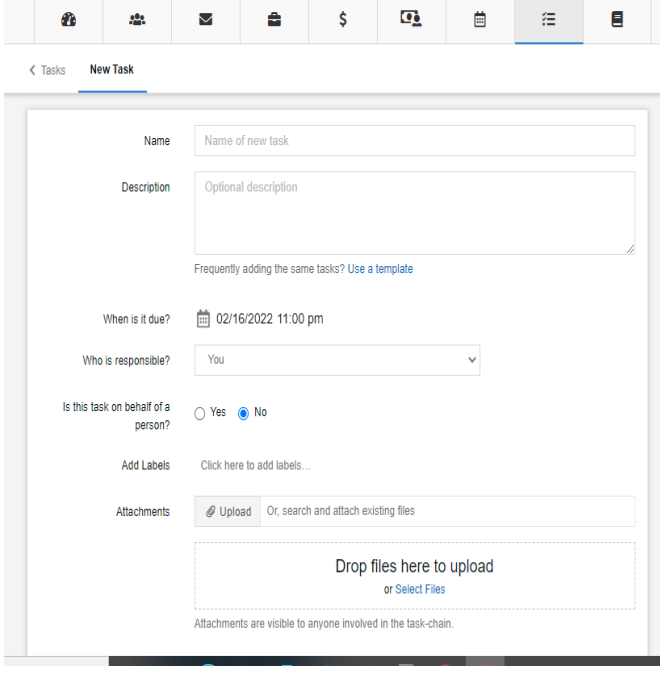
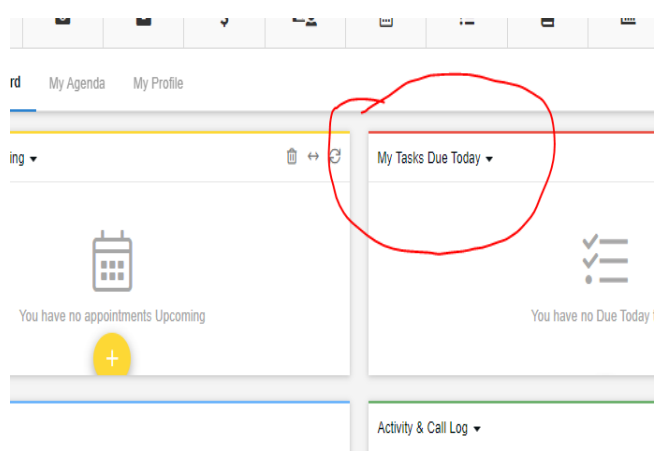


Step	Task	Visual
1	<ul style="list-style-type: none"> ● Login into your CR account ● On your dashboard select “TASKS” (three lines symbol) ● Select “Add New Task” 	
2	<p>Once the New Task window opens enter the following information:</p> <ul style="list-style-type: none"> ● Name (Subject): Schedule Change Request ● Description: <ul style="list-style-type: none"> -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” 	

	<ul style="list-style-type: none"> • This is an example of a completed task form • Please see the visual-> 	
	<p>If you don't know which case manager to assign the task to:</p> <ul style="list-style-type: none"> • Check in the client's profile • Please see the visual-> 	
	<p>To check on the status of your task:</p> <ul style="list-style-type: none"> • 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 	

<p>To check all of your task:</p> <ul style="list-style-type: none">● Find the widget with the dark red line on your dashboard● You can choose different options from the drop down	 <p>The screenshot shows a dashboard with several widgets. A widget titled 'My Tasks Due Today' is highlighted with a red circle. This widget has a dark red horizontal line at the top and a dropdown menu below it. The dropdown menu is currently open, showing a list of options. Below the widget, there are two status messages: 'You have no appointments Upcoming' with a yellow plus icon, and 'You have no Due Today!' with a checkmark icon. At the bottom of the dashboard, there is a widget titled 'Activity & Call Log'.</p>
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