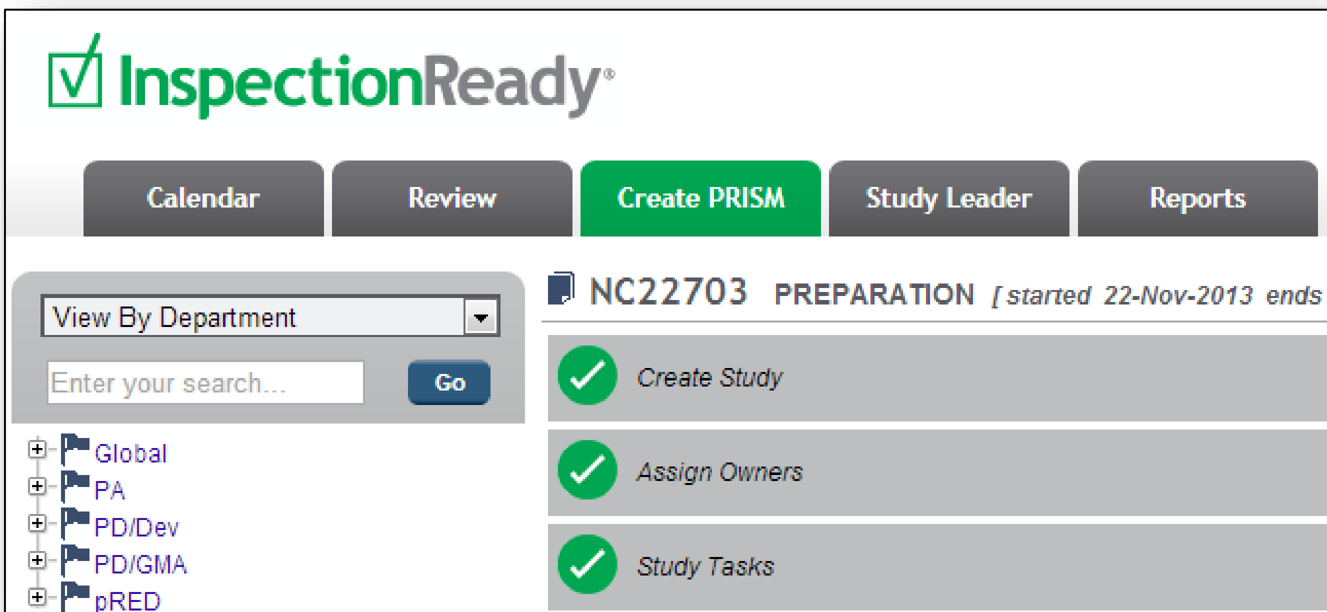
InspectionReady

Create PRISM Tab
Study Tasks Color Bar

This reference guide is an overview of the **Study Tasks** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

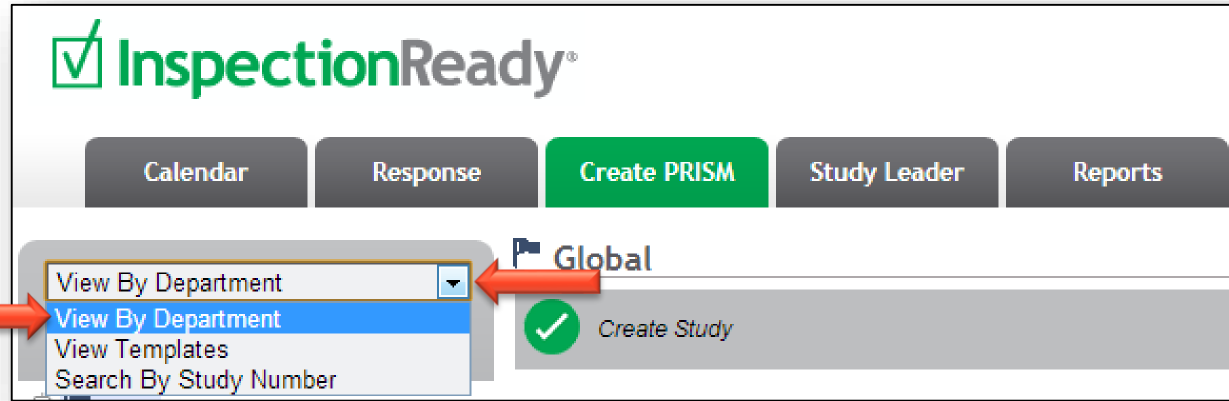
- ☑ Add study tasks
- ☑ Edit study tasks
- ☑ Delete study tasks



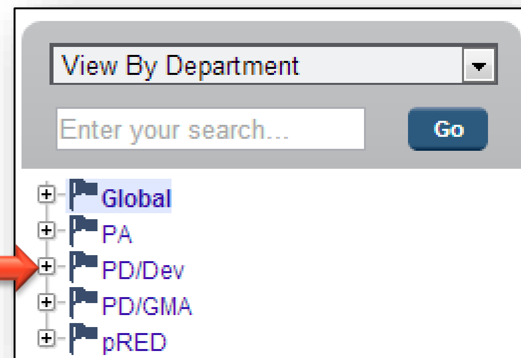
Add Study Task

Add Study Task

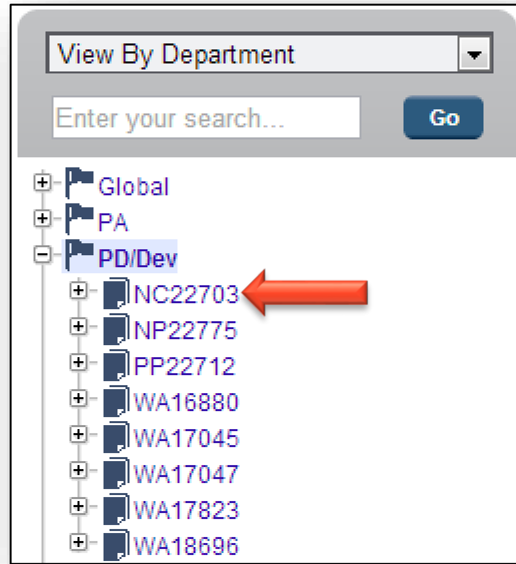
1. Select **View By Department**.



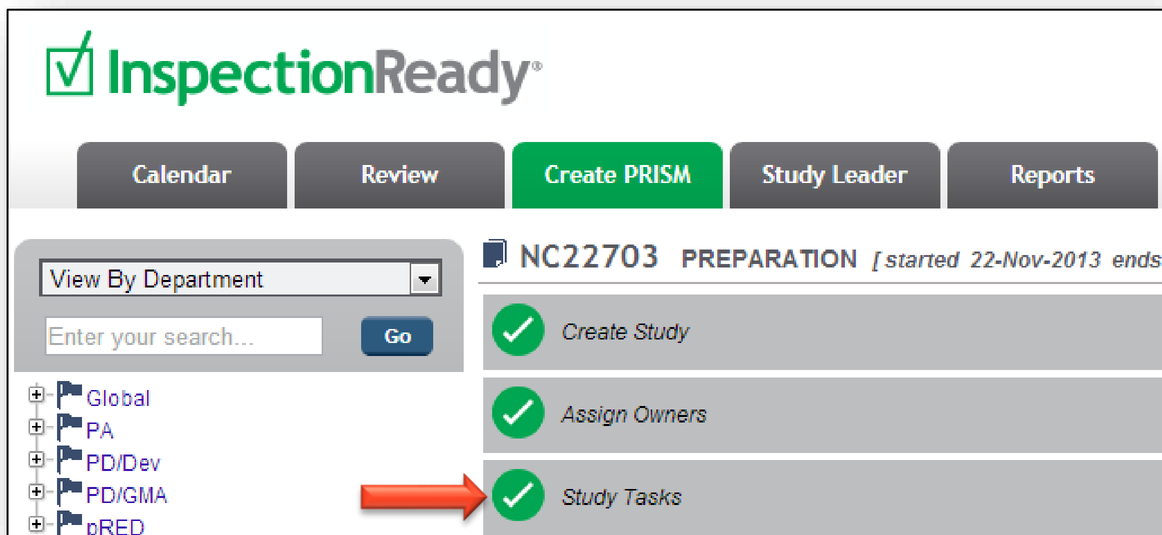
2. Select the ⊞ icon to list studies within a department.



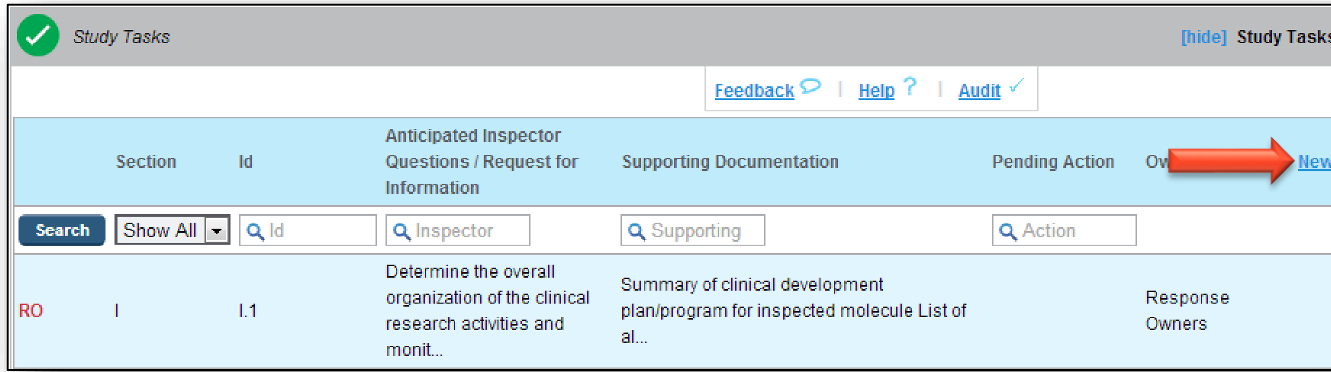
3. Select the study to add study tasks.



4. Click **Study Tasks**.



5. Click New.



6. Click change to choose the question to associate the task.

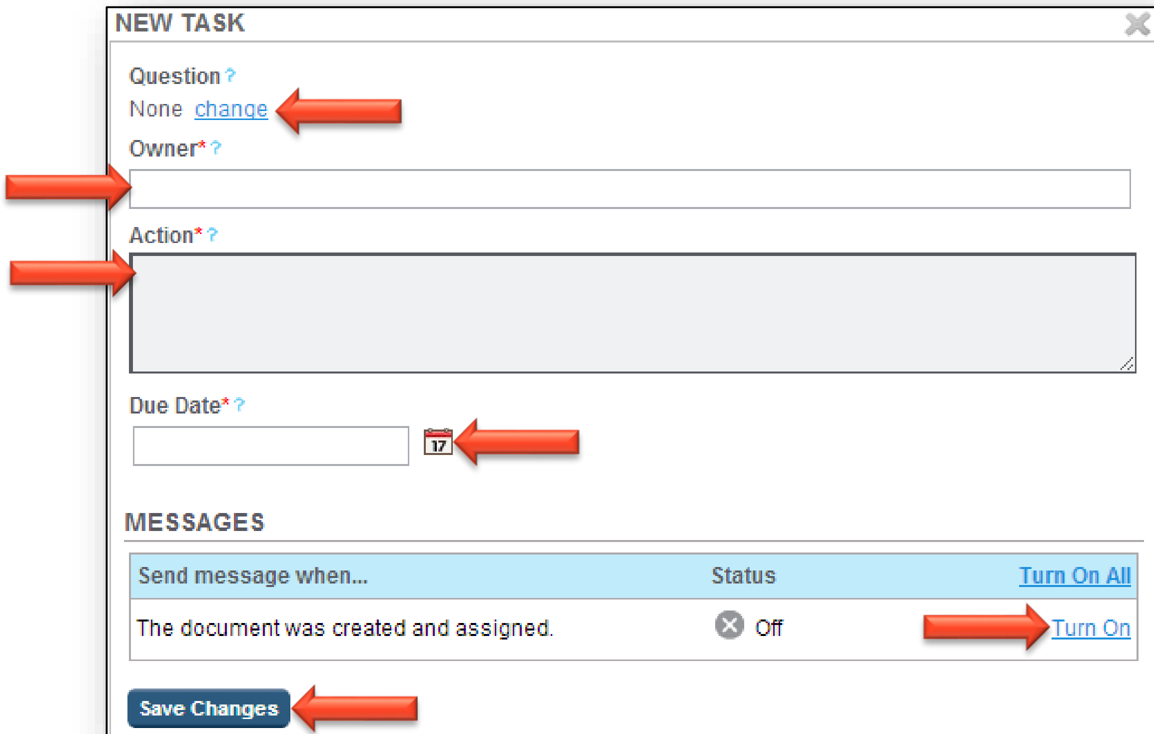
7. Enter the name of the task assignee in the **Owner** field.

8. Enter the task to be performed within the **Action** text field.

9. Select the icon to choose the task **Due Date**.

10. Click Turn On to activate email messaging for the task.

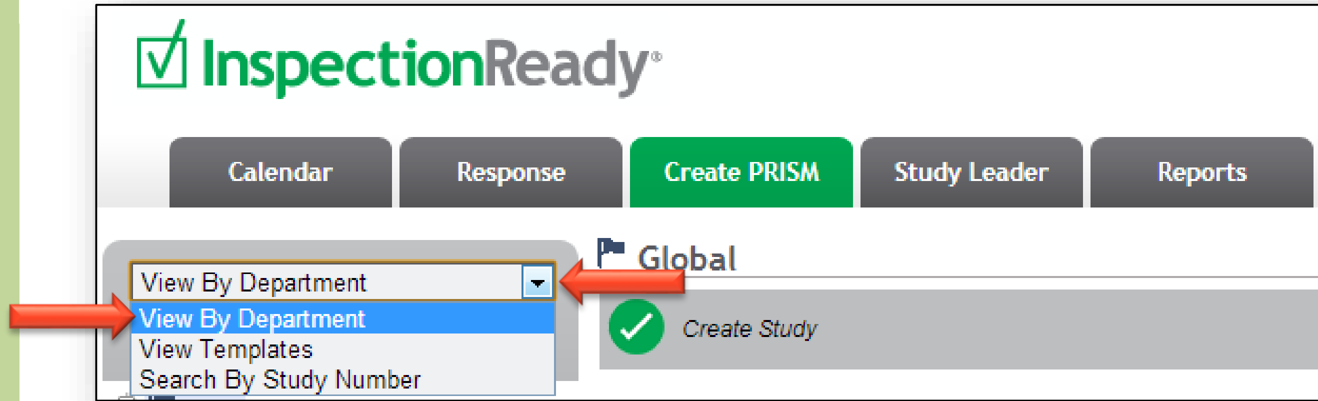
11. Click **Save Changes**.



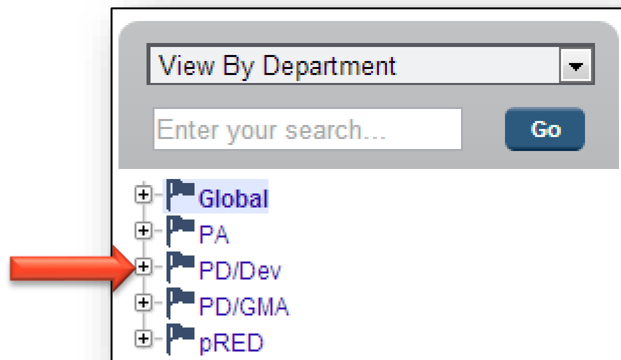
Edit Study Task

Edit Study Task

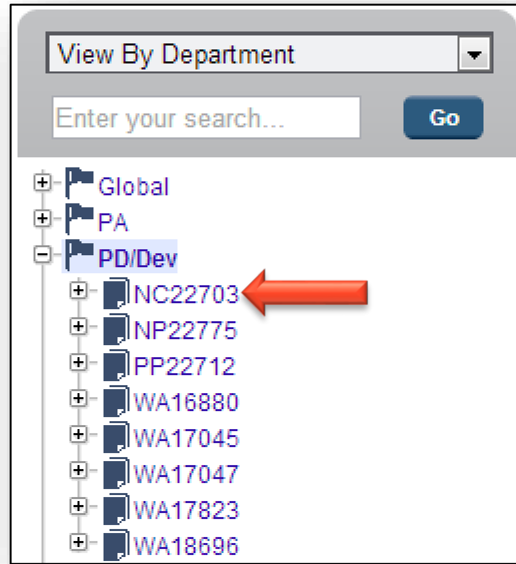
1. Select **View By Department**.



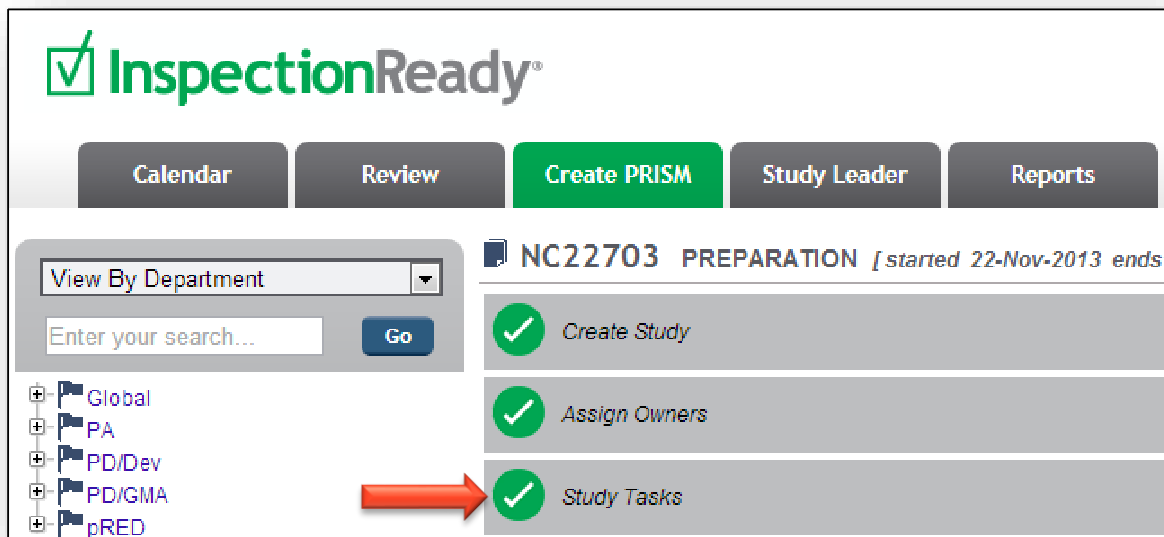
2. Select the ⊞ icon to list studies within a department.



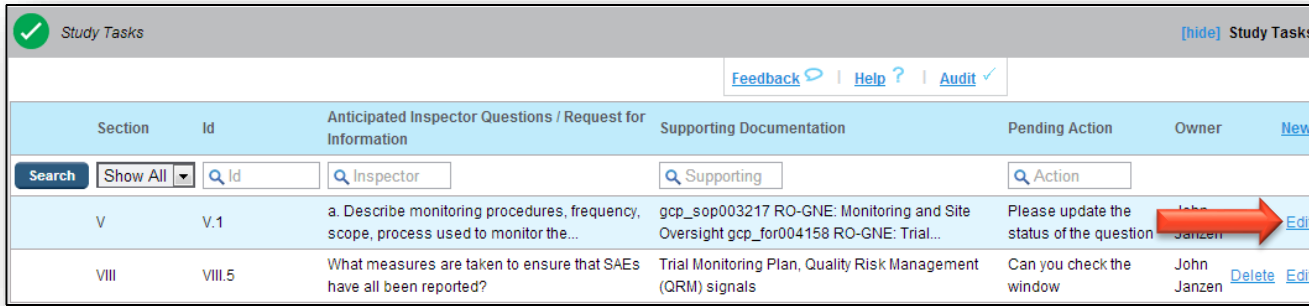
3. Select the study to edit study tasks.



4. Click **Study Tasks**.



5. Click Edit.

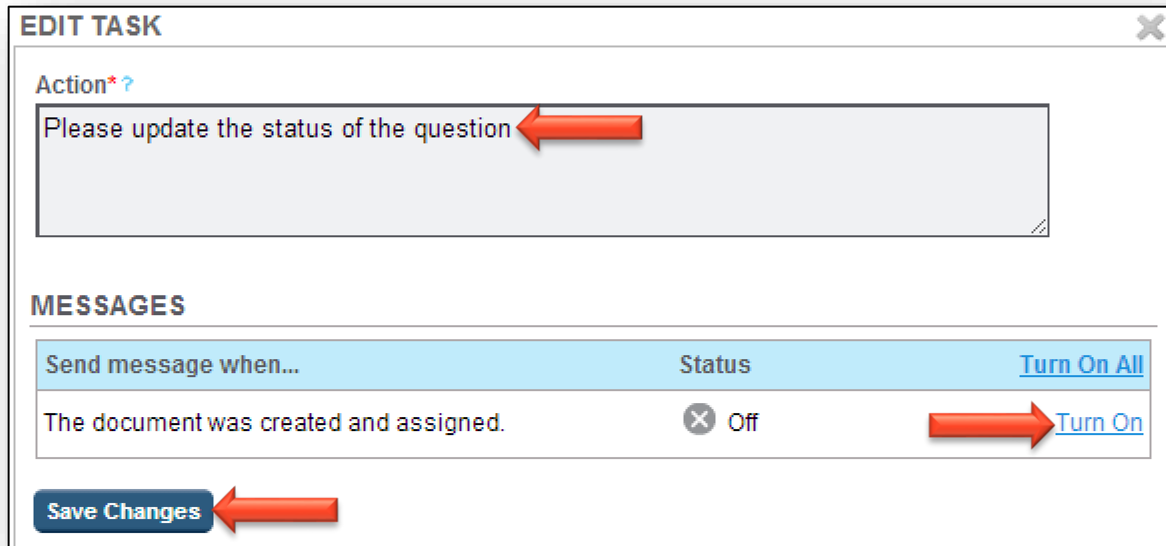


Note: Tasks can only be edited when the study is in the **Draft** state.

6. Edit the desired text within the **Action** text field. (if necessary)

7. Click Turn On to activate email messaging for the task.

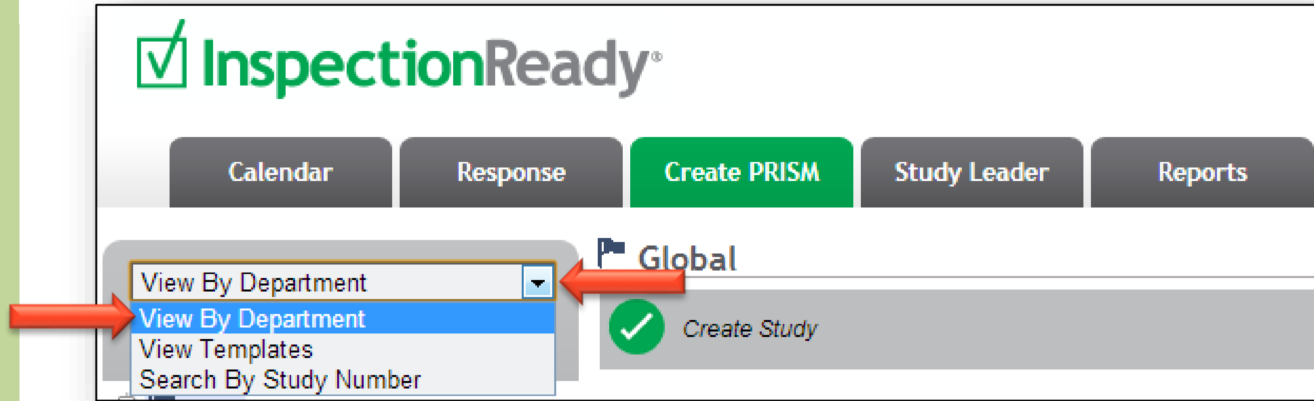
8. Click **Save Changes**.



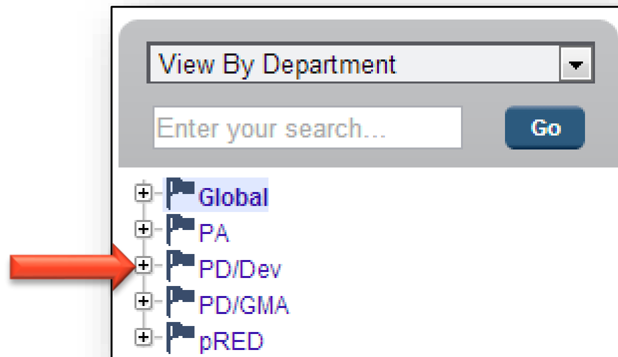
Delete Study Task

Delete Study Task

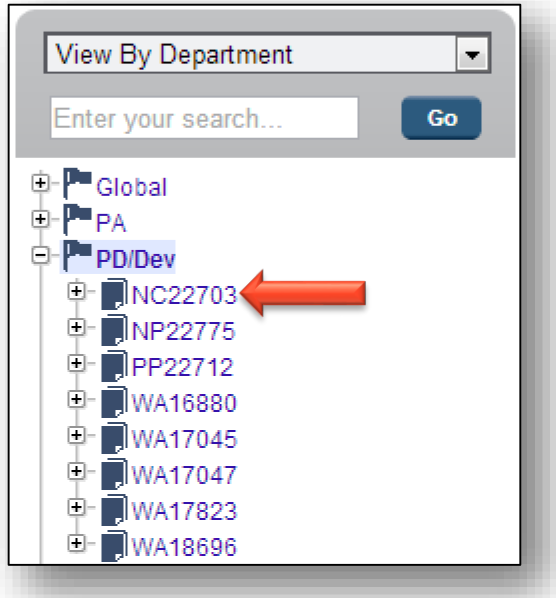
1. Select **View By Department**.



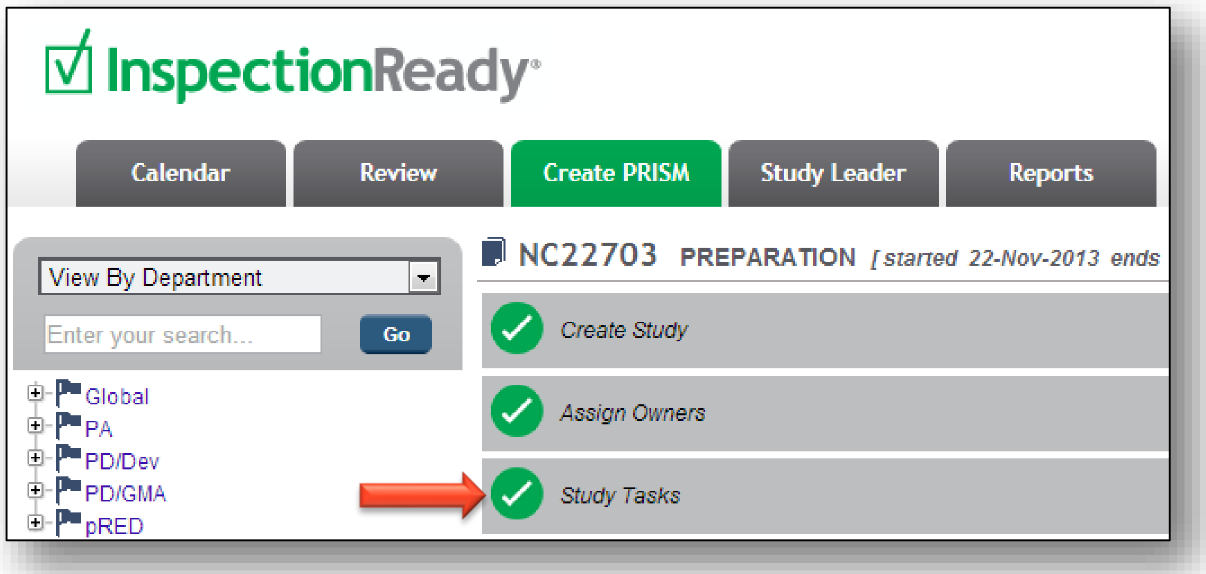
2. Select the ⊞ icon to list studies within a department.



3. Select the study to delete study tasks.



4. Click **Study Tasks**.



5. Click Delete.

Note: Tasks can only be edited when the study is in the **Draft** state.