

Completing Tasks Context

Overview: In this training module, you will learn how to complete tasks. This module will also walk you through the difference between assessments and tasks.

What to expect: Training PDFs, Training Video, and Walk-Thru's

What you should learn:

- The difference between Assessments and Tasks to Complete
- How to locate a task to start
- How to complete the following tasks
 - Problem Solving
 - Checklists
 - Proficiency Testing

Level: System Admin, Qualified Personnel, and Core User

Useful Walk-Thru's:

- Review My Completed Assessment
- Print My Assessments List
- Export My Assessments List to Excel
- Complete assessment Tasks
- Report a Problem with a Document
- Review/Print My Completed Tasks
- Print My Task List
- Export My Task List to Excel