Client Tasks View Screen

Updated on February 2017

Home > Client Management (Search Client) > Tasks > View

Business Purpose:

The **Client Management – View Task** page allows the user to view an existing task relating to the particular Client. It may be a reminder and or an appointment with or for a client, sent to a staff.

How to:

1. From the Client Management – Tasks screen, Click a Task ID to view the task details.

2. The Client, Service Date, Service Time, Priority, Task Assigned To, Status and the complete Message can be viewed on this detail screen.

Important Notes: