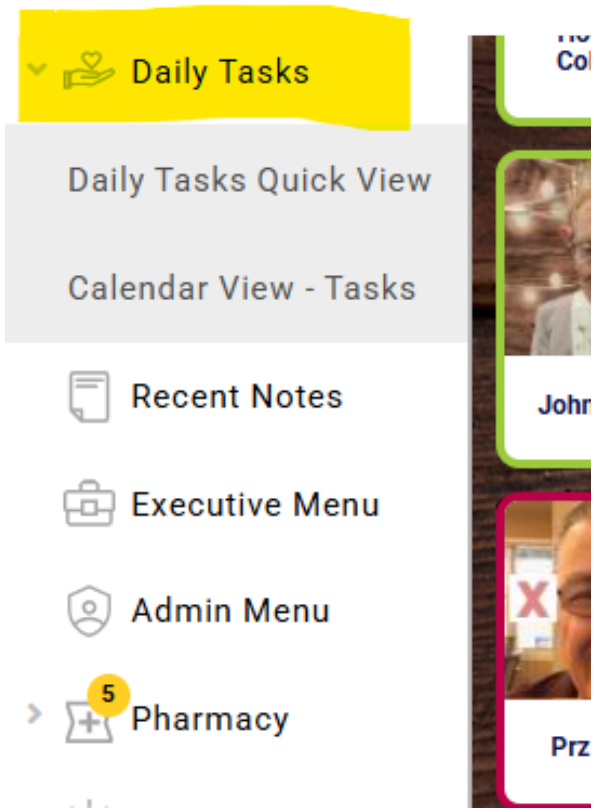
How to Sort Daily Tasks

by Resident Instead of Time:

Daily Tasks can be sorted by either 'Time' or 'Resident'. Sorting by 'Resident' can make it easier to view all tasks for one individual at a glance. Follow the steps below to switch from sorting by 'Time' to 'Resident'.

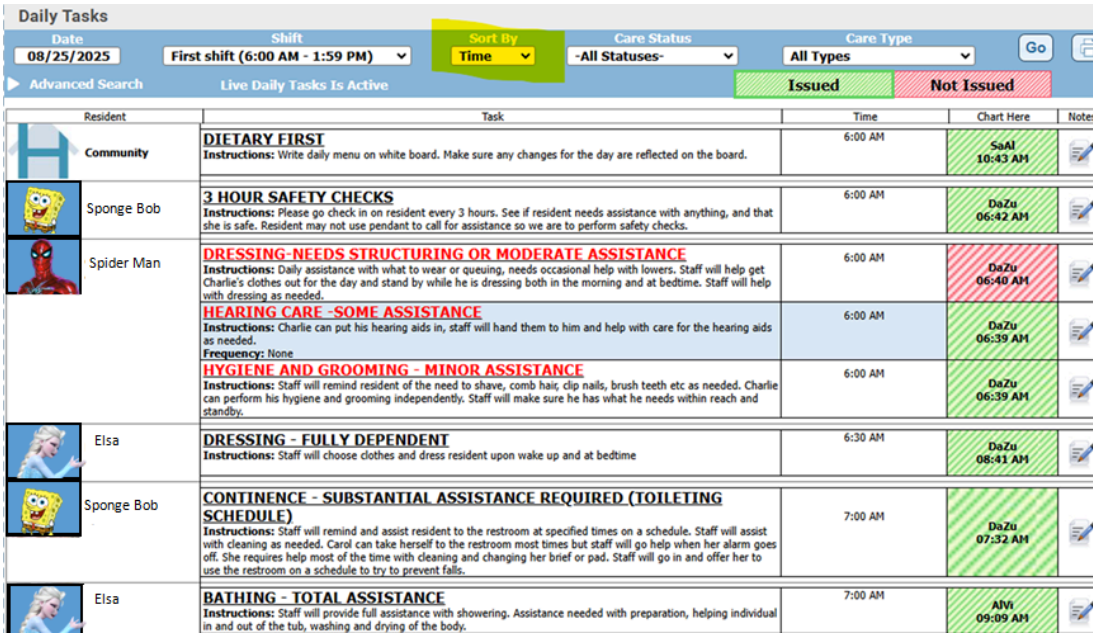
Step 1: Open Daily Tasks

From the main menu, click on the 'Daily Tasks' button to open the Daily Tasks screen.



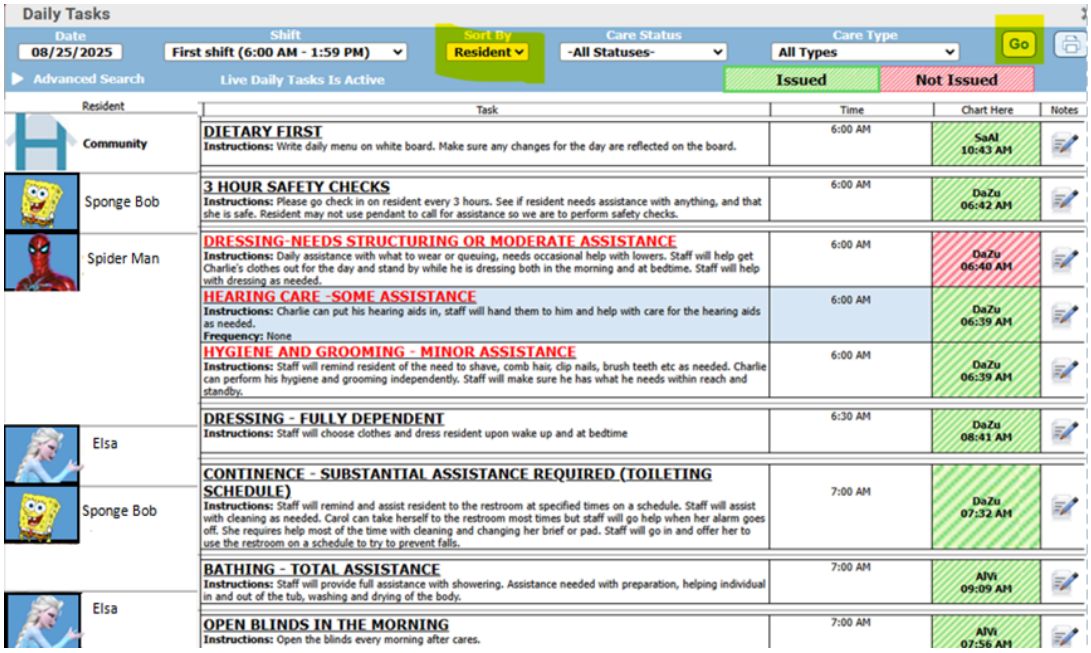
Step 2: Current View (Sorted by Time)

By default, the Daily Tasks screen is usually sorted by 'Time'. This view shows tasks in order of when they are scheduled to be completed.



Step 3: Change Sort Option

At the top of the Daily Tasks screen, find the drop-down menu labeled 'Sort By'. Click the drop-down and change the option from 'Time' to 'Resident'.



Step 4: View Sorted by Resident

Now the tasks will display grouped by each resident, making it easier to view all care tasks for one individual.

