



## My Tasks - Assessments Page

The Assessments page is found in the 'My Tasks' section in the main SPLIT navigation, and is the main place for all SPLIT users who are participating in an initiative to go to complete assessments. The modules found on this page include: Assessments Summary, Quick Links, and Assessments. For additional questions or assistance contact: <http://bit.ly/PracticeInnovationSupport>

### 1 Assessments Summary

This module summarizes the total, overdue, and upcoming Tasks a user has in SPLIT. Users can click on the overdue or upcoming tasks sections to expand and view additional task details.

### 2 Quick Links

Quick Links lets users setup links to their favorite and frequently accessed pages and/or practice transformation resources in and out of SPLIT.

Setup frequently accessed resources from the Practice Innovation Program Resource Hub to have easy access to useful initiative information.

Pages like 'Practice Site Roster' or 'Organization Members' can be setup as Quick Links, to remind users to keep these items accurate and updated.

### 3 Assessments

The Assessments module is the go to place for users to view and access initiative assessment related tasks that need to be completed for practice sites or organizations the user is associated with in SPLIT.

This module displays the following information for tasks listed: Project, Site (organization or practice site), Task (assessment name), Assessment Period, Date Due, and Completion Status of the task. The Excel/PDF/Print buttons in the upper right of the module can be used to export a document of the tasks currently listed in the module.

The arrow icon in the 'Actions' column allows users to view and re-access assessment surveys until they are submitted. Once an assessment is submitted, a PDF of the assessment responses can be accessed on the 'Response Exports' page in SPLIT.

- Project colors are used to identify the task.
- Tasks are in order of due date with past or upcoming dates appearing at the top.
- Quick Links can be rearranged under Add/Edit
- Users can give unique and meaningful names for each of the Quick Links that they create
- The Quick Links module appears on multiple pages: SPLIT Home, Assessments, Field Notes, and CQM Reporting.
-  Click this action icon to start or resume an assessment/survey. Assessments will open in a new browser window or tab.
- The search function can be used in each module to narrow or find a specific task.
- Assessment tasks can be sorted by clicking the arrow icon in column headers. Only one sort option can be used at a time, but search and sort can be used together to filter and organize multiple tasks.
- Excel/PDF/Print exports only include tasks displayed at the time of export. If tasks are filtered using the search function, then only those tasks appear in the export.