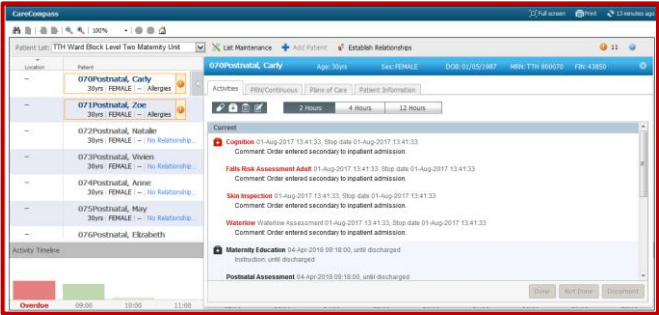
 For more information on ordering Plans refer to the *Creating a Personal Plan* and the *Maternity PowerPlans – Overview QRGs*

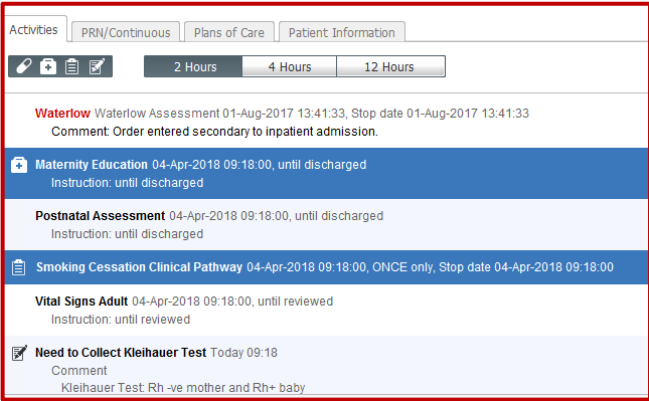
Completing Activities

To complete any scheduled activities in *CareCompass* you need to complete them via the *Patient Activities* window. If you complete the same activity elsewhere in *ieMR* they will remain on *CareCompass* as being due or overdue.


1. Click on the *Chevron* to bring up the *Patient Activities* window.

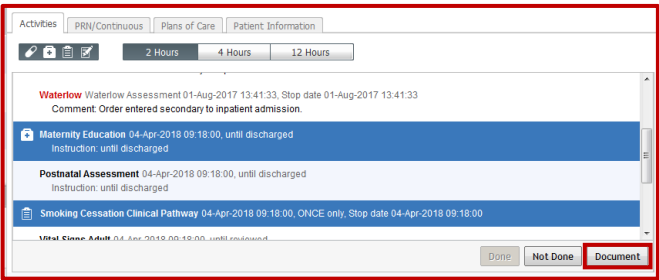


2. Click the selected activities to be completed for that patient. You can select multiple activities to complete.

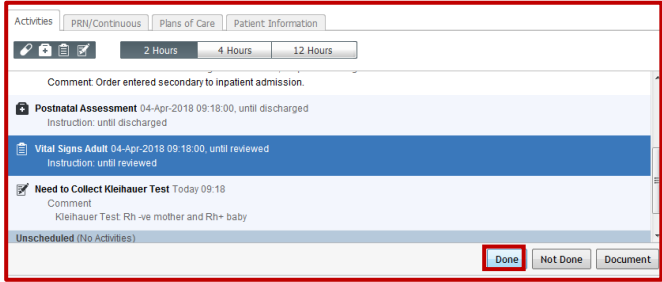


Scheduled activities appear in normal black text. Overdue activities will appear in red text. When selected, the activities will be highlighted in *blue*.

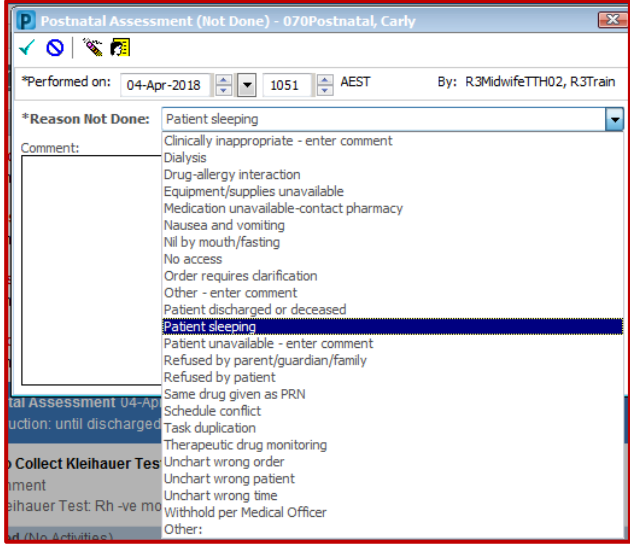
3. Click *Document* to launch the relevant *PowerForm*, *Interactive View* section or *Collection Task* 




4. Any patient activity that has been completed but not launched via *CareCompass* (e.g. Vital Signs) needs to be retrospectively marked as *Done* or else will stay on *CareCompass* and eventually become overdue.



5. Any patient activity that has not been completed can be marked as *Not Done*. Choose the appropriate *Reason Not Done* from the dropdown list and add additional comments as appropriate.



6. Click the green tick to sign the task/s as *Not Done*.  The activity will then drop off the *Patient Activities* window and from *CareCompass*.