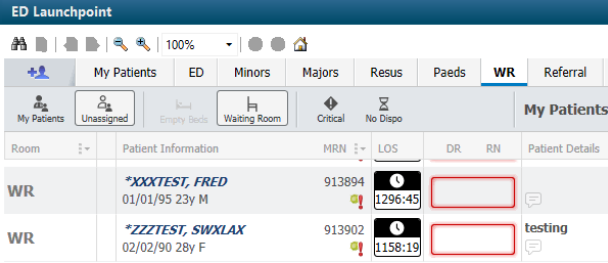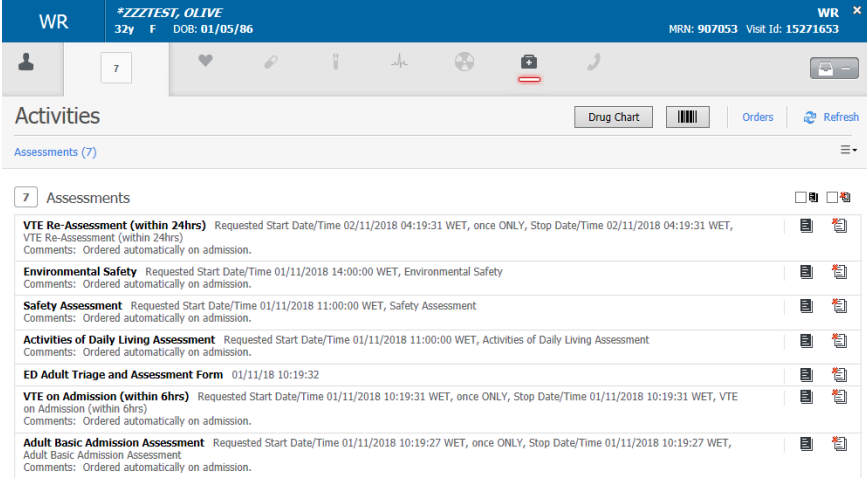# ED - COMPLETING TASKS AND ACTIVITIES

1.	Ensure that you are in the ED Launchpoint view.
2.	Click the activity icon at the end of the patient row, this is a number. The number indicates the number of assessments and activities that are pending completion.
3.	When you click on it the activities will be listed. Select the activity you want to document.
4.	Click Document (1).
5.	Complete the relevant task/activity and ensure that whatever entries have been made are signed for.
6.	Once complete, click refresh on Launchpoint and the number of tasks should have decreased.