



## How to Guide, Mosaic Adults

### Assigning Work

If you have the correct permissions, you can assign work from 3 places

1. Your current work folder – this is work assigned to you
2. From the person's front screen under Current Work – Only if this is assigned to you or your team
3. Your Team Workview – this is work assigned to your team or members of your team

**Remember when assigning work always left click, there is no right click in Mosaic**

**Reassigning work assigned to you** – This will be in your current work folder

**Before assigning work from your folders always check with your Manager, as they have an overview of the Team's folders**

To assign work from your folders, click on the icon and choose Assign Work

You can choose to assign work to

- A member of your team or sub team
- A worker in another team
- Another team

You can also now choose the date the work is scheduled for i.e you can bring a review forward or back

Team worker# Andy Test

☐ Show workers in sub-teams

Pass to worker#  Find Clear

Pass to team#  Find Clear

Scheduled start date\* 12/04/2021

Time\* 07:44

OK Cancel

### Assigning work from a person's front screen

You can now assign work quickly and easily from a client's front screen. This means you don't need to scroll through folders to reassign reviews

Current work Workflow map History

☐ ☐ ☐ a\_Care and Support Plan Review

Start work (Support Team)

Assign work (Information on Open Case)

## Reassigning work assigned to the Team

You need to be in the **Team Workview** to do this



To assign work currently sitting with the Team go to Current Work, then choose Incoming Work or Future Work.

Clicking on the **icon** then choosing assign work will give you the same options as above

### Current work

Type ↑	Subject	Title
Incoming work (316)		
	Robert	<a href="#">a_Care and support Plan review</a>
Start work		
Assign work		

## Reassigning work assigned to a Worker in your Team

You need to be in **Team Workview** to do this



Then click on **Team Summary**

Team summary (64)
Worker/Sub-team ↑
Assigned to team
<a href="#">Preparing for Adulthood</a>
<a href="#">SPA</a>
<a href="#">Jonny AAATest</a>

Under Team Summary you will see

Any sub teams

Workers in your Team

**Click on the workers name to see their work**

You can now reassign their work as above

Community Learning Disability Team > Jonny AAATest

### Allocations

### Current work

Type ↑	Subject	Title	Sta
Incoming work (1)			
	Alison Aaatest (3000572861)	<a href="#">a_Care and Support Plan Review</a>	

**Tip: Unlike Frameworki you need to be in each workers workview to see their work, you can only see one workers workview at a time**

### Community Learning Disability Team

Work for Community Learning Disability Team

Team members

### Community Learning Disability Team

Jonny AAATest

Joanne Carter

Sue Clement

Maria Henry

Veronica Mhembere

Paul Murphy

You can also see the team members and reassign their work from you Team drop down menu