



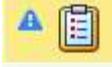
How to Guide, Mosaic Adults

Sending Requests

In Mosaic **REQUESTS** replace **TASKS** in Frameworkki. Requests are in Workflow Steps and you would send a request for various reasons, such as:

- Asking a manager to authorise your Assessment / Review
- Passing a Support Plan to Brokers to set up a Service
- Passing information to another team

To send a request from your workflow step click on the requests icon 

If the request is mandatory in your workflow step it will be highlighted 

Select	Request type	Status (d
<input type="radio"/>	Manager Authorisation	
<input type="radio"/>	Pass To Care Brokers	
<input checked="" type="radio"/>	Please review information and confirm outcome	

Note

Pass to worker*

Pass to team* -- Please select --

Clicking on the requests icon will display a list of available requests.

Click on the radio button of the request, this will then open up the **pass to worker** or **pass to team** fields

Choose who you want to send the request to and click **OK**

You will then need to save your Workstep and close it so the task can be completed

	 Alison Test (30005728 61)	a_Significant Information on Open Case
	 Alison Test (30005728 61)	a_Significant Information on Open Case
	 Lally Test (30005728 86)	Mental Capacity Assessment

Under your current work > incomplete work requests will show as below

Incomplete work with requests sent will be highlighted in yellow

When a request has been agreed this will show in your incomplete work with a green tick

When a request has been returned (not agreed) this will show in your incomplete work highlighted red