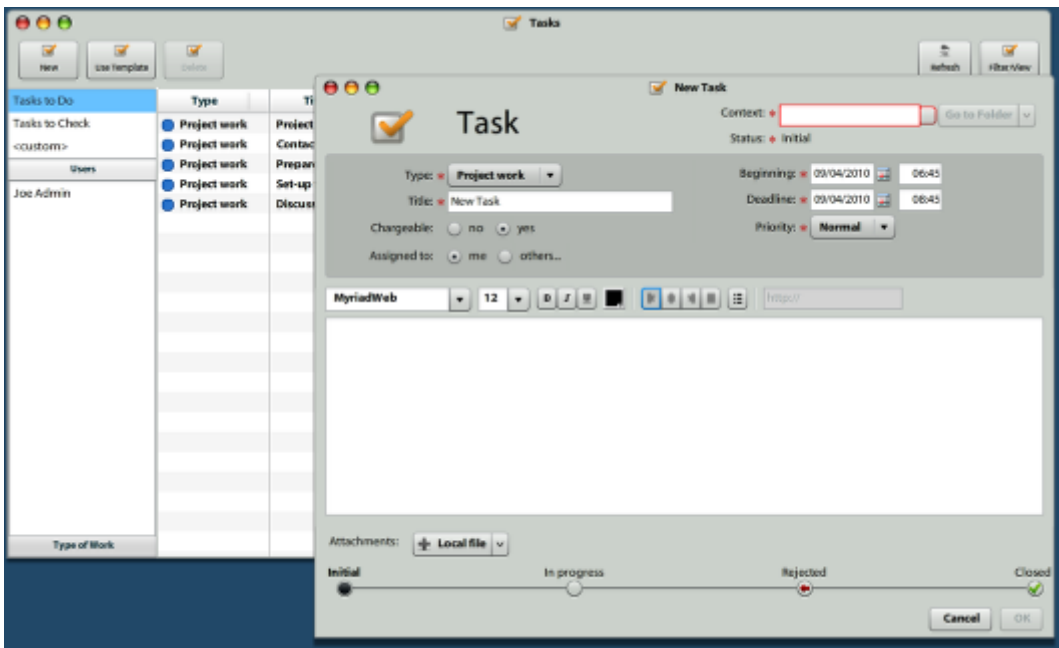


# Create & Assign Task

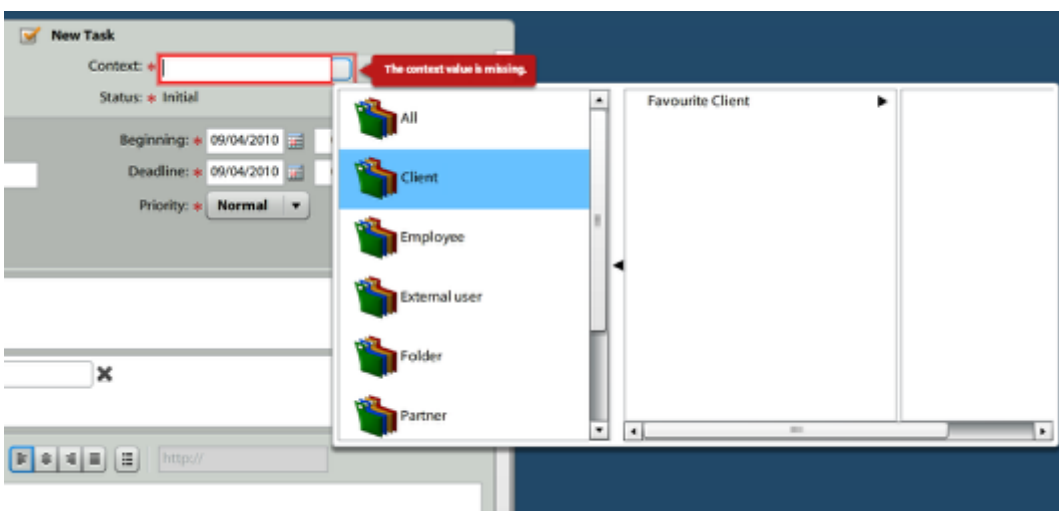
This tutorial shows you how to create new task, assign it to solver & show the solver how to accept or reject the task.

## Open Tasks Application



First go to **Atollon** Applications menu & open **Tasks**. Optionally, only move mouse over Tasks icon in toolbar & select **New Task**.

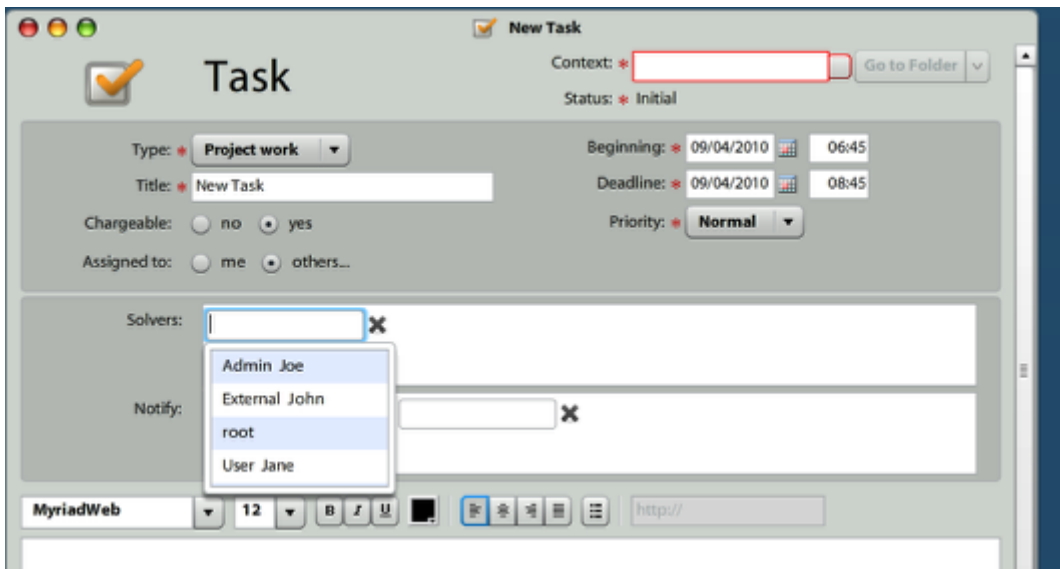
## Create New Task



On tasks overview, click on "**New**" button, the "**New Task**" form will open. Select the **Type** of work, write Task **Title**, indicate Task **Beginning** & **Deadline**, set **Priority** & **Chargeability** of the task.

You can also attach **Local file** (from local file system) or **Document** (from Atollon). Once the Task is sent, the file is uploaded to Atollon on selected folder / project automatically.

## Assign Task to someone else

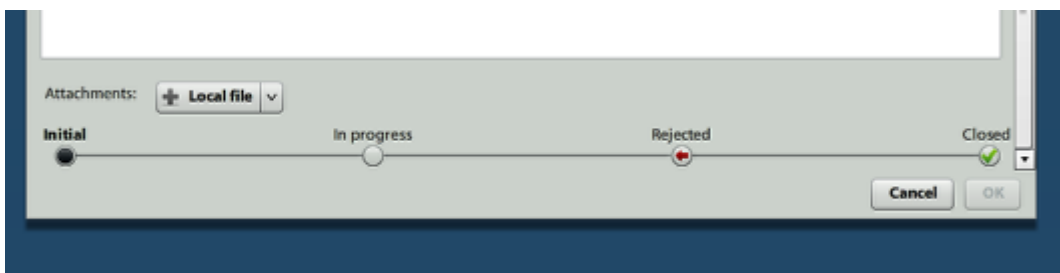


Click on **Assigned to: others...** to select whom you would like to assign the Task in **Solvers** section. Simply start writing user's name to search for desired Solver.

In **Notify** field you may select users, which will get notification about the Task. For instance, once the Task is not closed within the **Deadline**, the Notify user gets information in his/her Inbox.

After assigning Solver to Task, the user gets notification about new Task. Notifications may be adjusted to organization needs in message templates.

## Select Task Context



Task may be stored at **Folder**, **Project** or **Activity** levels. For project management purpose it is necessary to select task's Project.

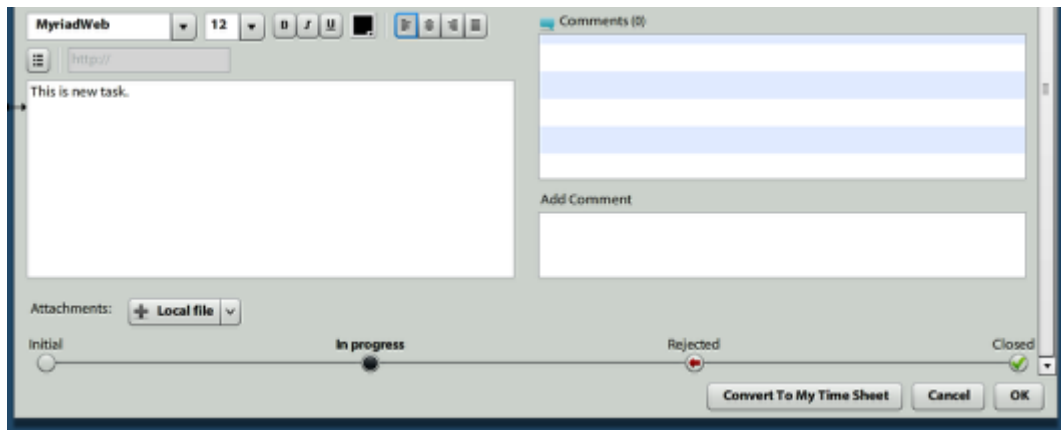
Simply start typing Contact / Simple Folder name to search for folder & then select Project (just double-click on selected item).

## Send Task

S...	St...	Type	Subject	A...	From	For	Date
☆	Task	Task	New Task		Admin Joe		Today 7:10 AM

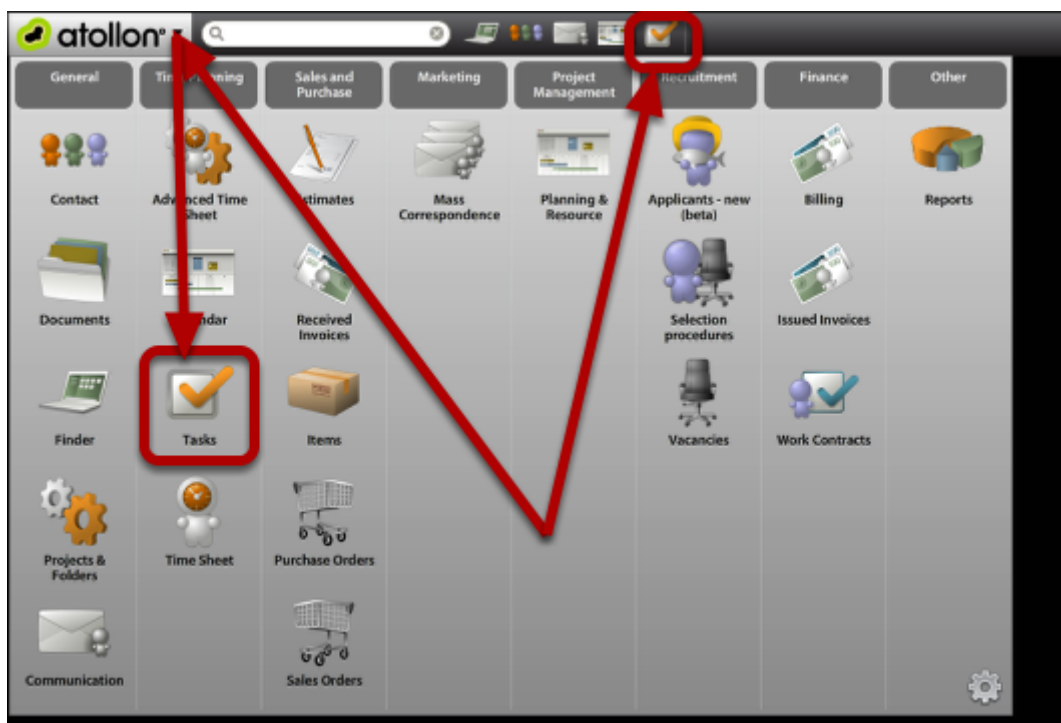
Add Task description, if needed and click on **Ok** to send the task. Ok button is greyed once required fields are missing. Please fill-in required fields to enable saving the task.

## New Task Received

The screenshot shows a web browser window titled 'MyriadWeb'. The address bar shows 'https://'. The main content area has a large text box with the placeholder text 'This is new task.'. To the right of the text box is a 'Comments (0)' section with a list of comment boxes and an 'Add Comment' label. Below the text box is an 'Attachments:' section with a '+ Local file' button. At the bottom, there is a progress bar with three status options: 'Initial', 'In progress' (which is selected), and 'Rejected'. To the right of the progress bar are buttons for 'Convert To My Time Sheet', 'Cancel', and 'OK'.

The task **Solver** gets notification to Communication **To Do** about new task.

## Accept/Reject Task



### Accept Task

Once you opened task, indicate you are going to work on the task or reject the task with some reason. Click on **In progress** (or similar) task status & press **Ok**.

### Reject Task

**Add Comment** always when rejecting task. Click on **Rejected** task status & press **Ok**. The task **Solver** will be changed to user, who assigned the task.

# Rights

## Creating task

User can create task to and assign it to himself/other user, if user has right NEW on his own/other user's task acl.

## Update Task

Task can be rejected by solver in any case.

Task can be changed by user, only if user has right on head user of edited task.

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Revision #1

Created 16 March 2020 16:50:38 by Jan Safka

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