

Reassign a task

This feature allows you to reassign pending or in-progress tasks. To use this feature, you must have the superuser role.

STEP 1

From the menu, navigate to the Task Management screen (under **Compliance** -> **Task Management**).

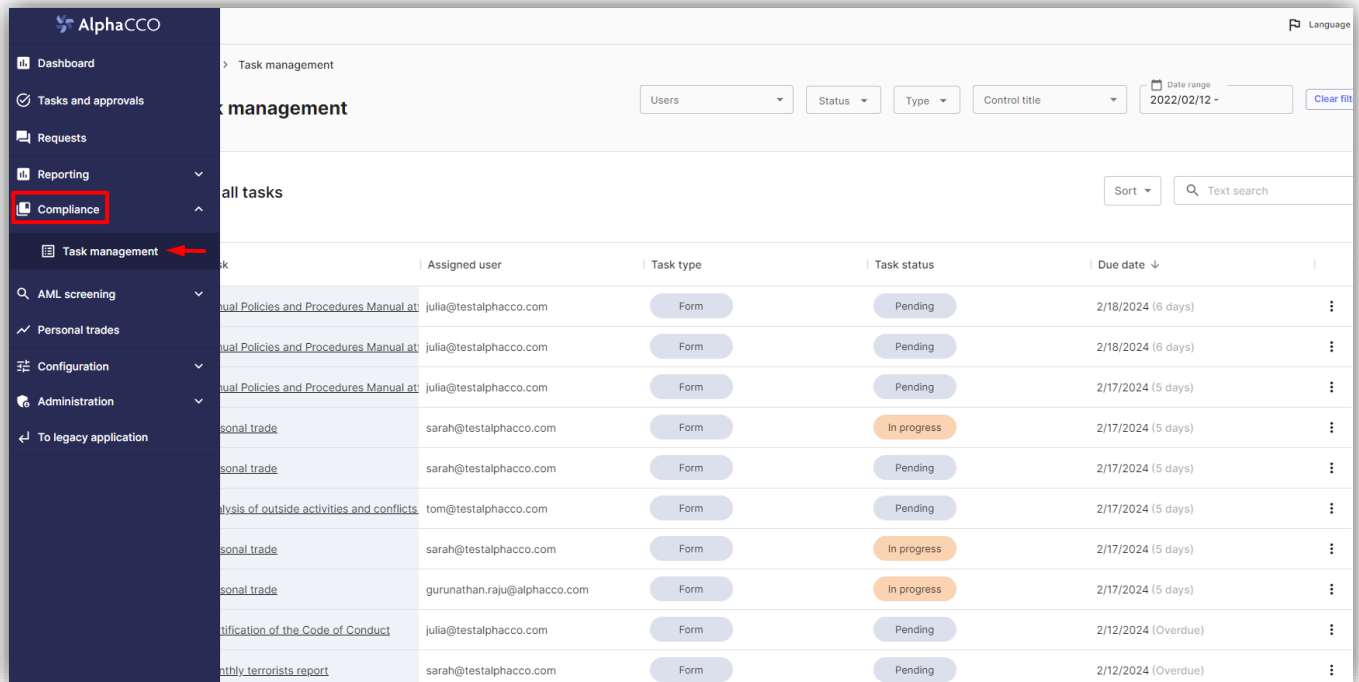


Figure 1: Task management page

STEP 2

Identify the task(s) to be reassigned and click on **Reassign**

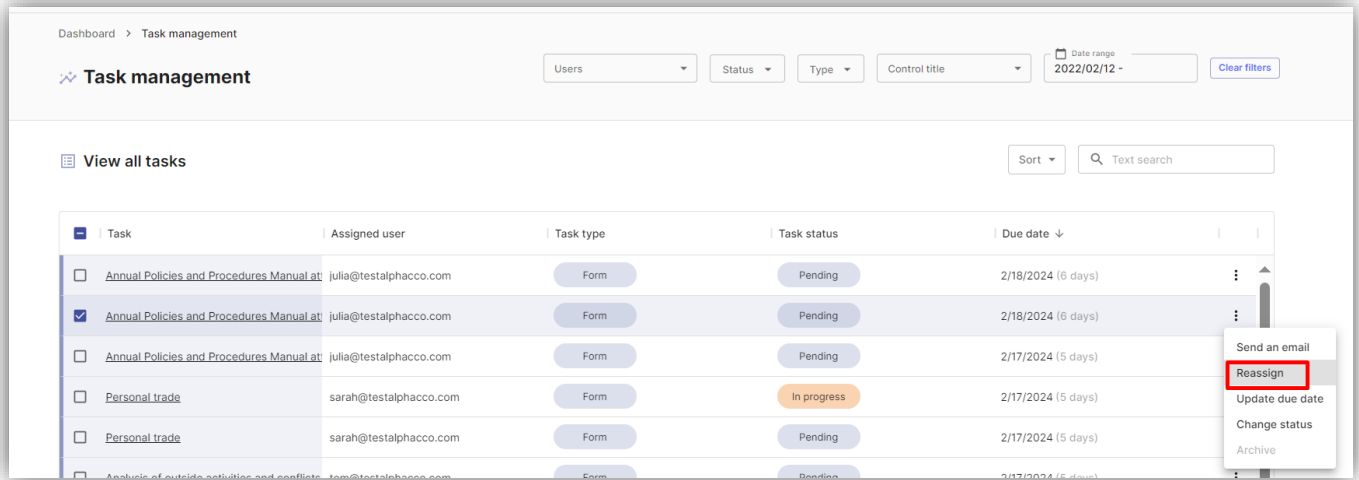


Figure 2: Task list page

STEP 3

In the window that appears, select the user to whom the task is to be reassigned, then provide an explanation in the **Reassignment reason** field.

Warning ✕

Reassign task

Reassign this task to a new user

User * Required

Tom ←

Reason for reassignment * Required

Absent ←

6 / 2000

Cancel Confirm reassignment

Figure 3: Reassignment configuration window.

STEP 4

When reassignment is complete, a notification message is displayed on the screen then the task status changes to **Reassigned** and a notification e-mail is sent to the newly assigned user.

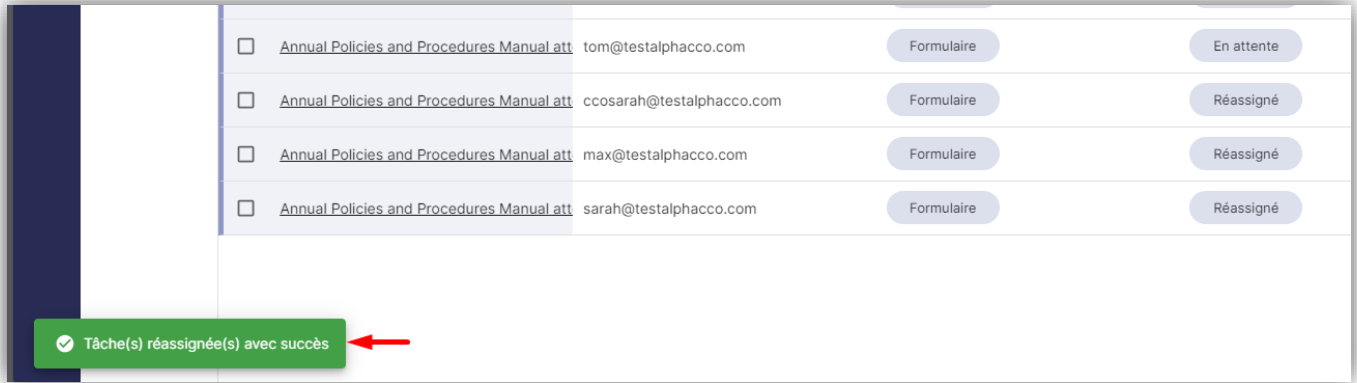


Figure 4: reassigned task message.

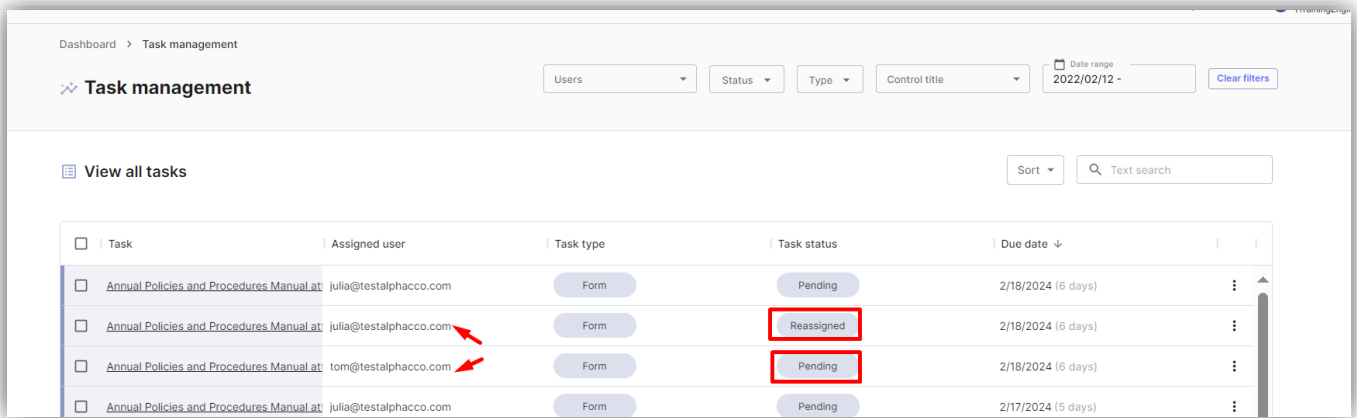


Figure 5: tasks list with the reassigned task

NOTES

Please note that this document is a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.

