

# Task Action Properties



## Subject

The task subject is used to differentiate the task from others in the task list. The subject can be made from text and data from the task. The subject is displayed in both the Task List and Task Detail pages in the Web Interface.

To include data from the task, enclose the data element name in a pair of percent signs.

**Example:** Time sheet week ending: %current\_week%

## Instructions

You can optionally specify a detailed set of instructions to the user on what needs to be done to complete the assigned task. The instructions are displayed on the Task Detail page in the Web Interface. To use HTML formatting in the instructions, enclose the text and HTML inside of tags.

## Due Date

Specify how the due date for the task is to be calculated. See the section on [Delays and Durations](#).

## **Assign To**

Specifies the group or individual that this task will be assigned to. Select the group from the drop down list. By default the task is assigned to the Initiator, meaning the person who initiated, or started the process instance.

Anyone that is a member of the specified group can take ownership of the task.

If the process contains any Assignment data elements, then they will be listed at the bottom of the Assign To drop down. If chosen, the task will be assigned dynamically based on the group associated with the data element in each process instance.

## **Background/Text Color**

Determines the colors to use in the Task List page. Use care in selecting appropriate colors that will not be difficult to read.

## **Group Task**

If a task is marked as a Group Task, then every member in the Assign To group will receive their own copy of the task. For example, if there are ten members in the assigned group, then ten individual tasks are generated. Group Tasks are used for such things as department reports, time sheets, or other tasks in which you must gather information from a group of individuals.

Data elements flagged as Multiple will store individual values for each person that enters a value and reported in a table format.

Group Tasks can have only one Action Button.

## **Allow Re-assignment**

Flags whether a task can be re-assigned to another group or individual by the current task owner. If allowed, a user can re-assign a task to someone else or to another group.

## **Suppress Notification Emails**

If a user has certain preference settings, they will get an email notification when a task is assigned to them, or to a group to which they belong. In some instances, the designer may want to suppress these email messages. For the initial task in a process, the user probably does not need a notification email since he or she had just initiated the process.

## **Keep Original Due Date**

In some process designs, a Task Action may be generated more than once. This can happen if there is a loop in the process that comes back to a Task. In this case the Task will be regenerated. Depending on the setting of this option, a new Due Date can be calculated and displayed, or the original due date, from the first time the Task was generated, will be displayed.

If the Original Due Date is kept, then a different date, called the Escalation Date, will be calculated and used to determine when a process moves to the Task's Overdue Action.

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