



Internal Ref:	NELC-RELL-001
Review date	August 2021
Version No.	V01.00

Liquidlogic – Reassign Tasks

BACKGROUND INFORMATION	
Subject	Liquidlogic
Document Purpose	Training Guide
Reference and Version	NELC-RELL-001
Target Audience	Liquidlogic Users
Author	Adam Brown
Last Review	10/08/2021
Copyright	North East Lincolnshire Council

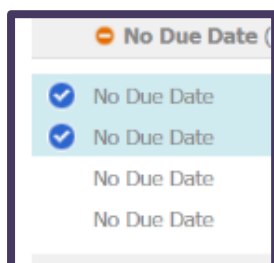
Reassign Tasks

If you have the authority, you can assign some of your tasks to another worktray. You can also go into other worktrays and reassign tasks to yourself.

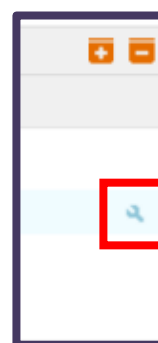
Access your tasktray and hover over one of your tasks.



You will see a radio dial appear on the left-hand side of the task.



You can click in this and a tick will appear. You can hover over other records and place tick in these too.



On the right-hand side of the task, you will see a blue spanner icon.

Click on the spanner icon and the following pop-up will appear.

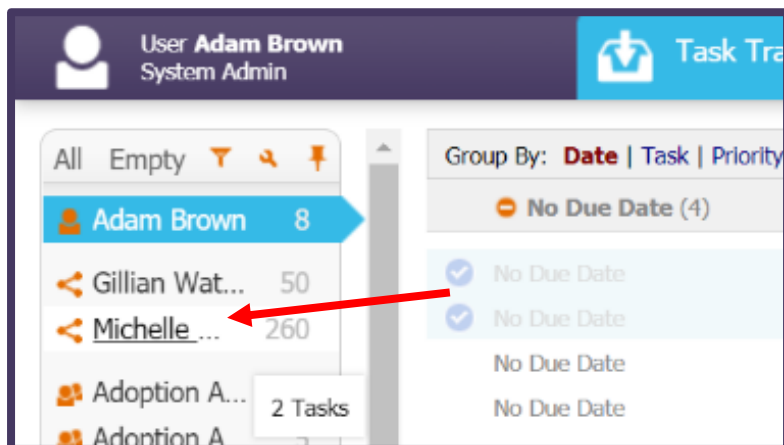
The screenshot shows a 'Reassign Task' pop-up window. The title bar says 'Ex, Jojo (3 years)'. There are 'Save' and 'Cancel' buttons at the top left. The window is divided into sections: 'Task Details' (Reference: Child: Jojo Ex, Subject: Z Michelle Training Form), 'Task Dates' (Date Started: 11-Jan-2021 16:37), and 'Assignment'. The 'Assignment' section shows 'From: Adam Brown - System Admin' and 'Reassign Task To: Adam Brown' with a red 'X' next to the name. There are radio buttons for 'Priority' (High, Normal, Low, Not Given) with 'Normal' selected. A text area for 'Comments' contains the text 'Please complete the assessment'. There are 'Save' and 'Cancel' buttons at the bottom left.

You can reassign the task to someone else by clicking the X next to your name and then choosing someone else. You can also change priority and add comments.

You would then click on the **Save** button and that individual task would be sent to the person you reassigned it to.

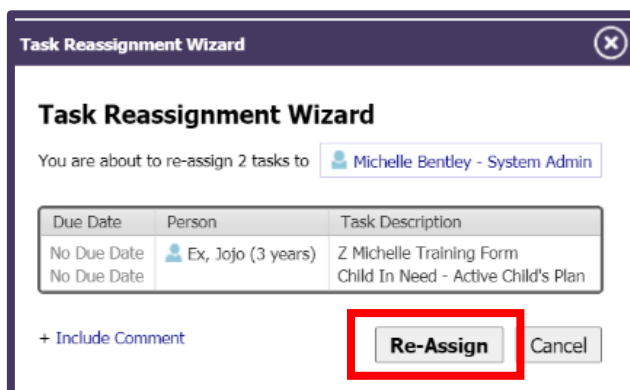
Alternatively, you can use a drag and drop method. To do this select one or more of your tasks by clicking on the radio dials to the left-hand side of the task/s.

Once done, hover your mouse pointer over one of the tasks, left click on your mouse and whilst keeping hold of the left mouse button, drag your tasks into the tray you wish for them to be reassigned to from the left-hand side.



Now let go of your mouse button and a pop-up will appear.

Click on the **Re-Assign** button and the tasks will have been successfully reassigned.



If you want to assign tasks to yourself from a different worktray, access the worktray and then you can follow the same procedure to reassign them to yourself.