

Delegation

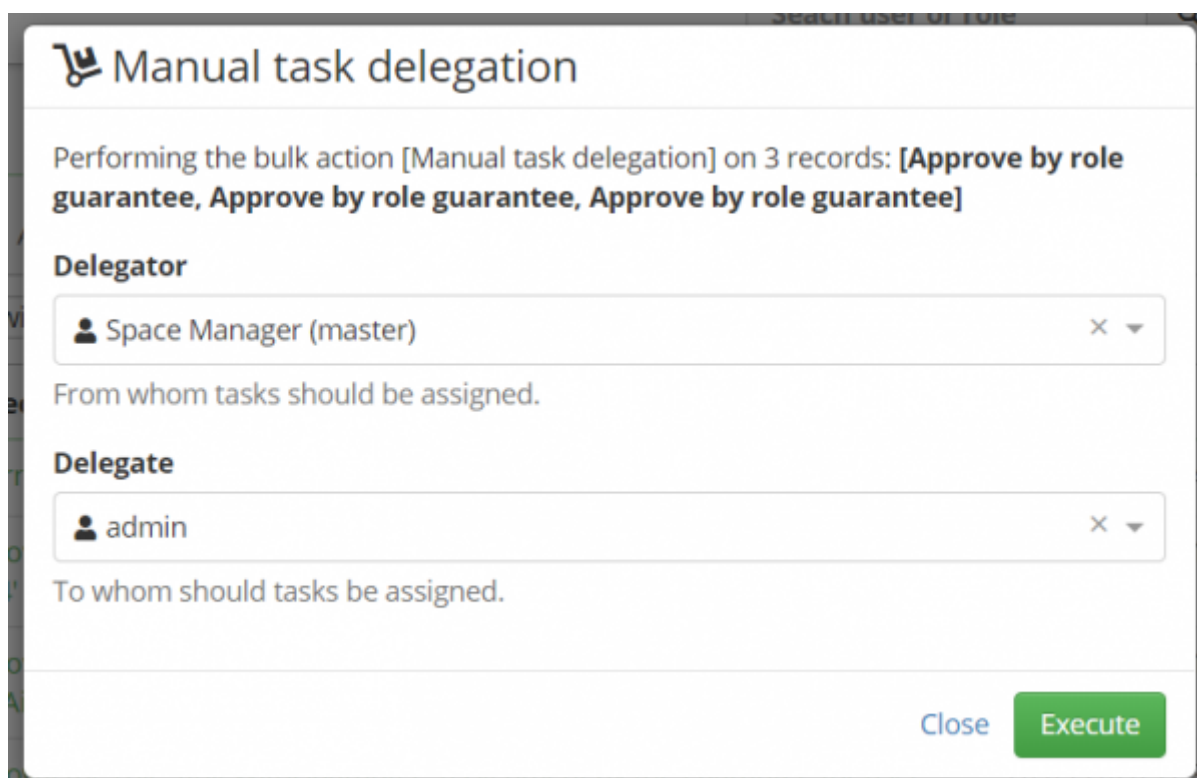
delegation

Automatic delegation

Manual delegation

manual, delegation

Manual delegation allows a user to **reassign** his tasks to **someone else**. Are available as a **bulk operation** on the **agenda of assigned tasks**.



Manual task delegation

Performing the bulk action [Manual task delegation] on 3 records: [Approve by role guarantee, Approve by role guarantee, Approve by role guarantee]

Delegator

Space Manager (master) ×

From whom tasks should be assigned.

Delegate

admin ×

To whom should tasks be assigned.

Close Execute

Manual delegation can also be used in the **administrator mode**, where the user has the right to see all unresolved tasks, all users. In this mode, it must be clearly defined who is the **delegator** for the selected tasks. To do this, the administrator can use a **filter**, where he selects only one user whose tasks he wants to delegate. If this filter is used, the delegator will be pre-filled according to it after starting the bulk operation. The second option is to select the delegator manually.



Here it is important to remember that only those selected tasks will be reassign, where one of their solvers is the **chosen delegator**.

Tasks

My tasks

All tasks

Operation with (7) selected records:


Filter

Manual task delegation

		Created on	Assigned	Delegated task	Id
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Returned change-of-roles request for 'NotifikaceTest'	22.06.2020 10:45:25	admin	b781fd04
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approving a change of assigned roles for '1980' (Helpdesk)	22.06.2020 09:43:55	!AA-request-stateOne, UserWithTask, john.moe	201ddc09
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approval of assignment role 'RoleWithManager' by the manager for the user 'Applicant Pardubice'	15.06.2020 10:47:47	DelegatePardubice, 2189	e3435a80
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approval the role 'RoleWithGuarantee' assignment by the guarantee for user '2034'	22.05.2020 11:14:51	Projection three, admin	b1258c6e
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approval the role 'RoleWithGuarantee' assignment by the guarantee for user 'Asa Aikenhead'	20.05.2020 17:15:40	Projection three, admin	c3f8189e
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approval the role 'RoleWithGuarantee' assignment by the guarantee for user '2078'	20.05.2020 12:36:15	Projection three, admin	bb6d1f40
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approving a change of assigned roles for '1980' (Helpdesk)	23.04.2020 14:35:21	UserWithTask, john.moe, !AA-request-stateOne	e5eae5f

1 - 7 of 7 records

Manual delegations **use the standard delegation** agenda. This means that if the bulk operation reassign a task, a delegation definition will be created corresponding to this reassing. This new definition will contain a delegator and a delegate, depending on the settings of the bulk operation. Next, a link will be created between the definition and the task being reassigned.



The purpose of creating a definition and link to a task is to provide a history and **provide a clear overview of tasks that have been delegated to users** and that they have delegated.

Tasks

My tasks

All tasks

<input type="checkbox"/>	Subject	Created on	Delegated task	Id
<input type="checkbox"/>	<input type="checkbox"/> Returned change-of-roles request for 'NotifikaceTest'	22.06.2020 10:45:25		b781fd04
<input type="checkbox"/>	<input type="checkbox"/> Approval the role 'RoleWithGuarantee' assignment by the guarantee for user '2034'	22.05.2020 11:14:51	<input type="checkbox"/> Space Manager → admin	b1258c6e
<input type="checkbox"/>	<input type="checkbox"/> Approval the role 'RoleWithGuarantee' assignment by the guarantee for user 'Asa Aikenhead'	20.05.2020 17:15:40	<input type="checkbox"/> Space Manager → admin	c3f8189e
<input type="checkbox"/>	<input type="checkbox"/> Approval the role 'RoleWithGuarantee' assignment by the guarantee for user '2078'	20.05.2020 12:36:15	<input type="checkbox"/> Space Manager → admin	bb6d1f40

1 - 4 of 4 records

Within each task delegation, a **notification** is sent to the task delegate, which informs him of the new task.

This notification is sent to the **topic**: `core:delegationInstanceCreatedToDelegate`.

Hello,
one of the tasks for **master** has been delegated to you.

Detail of this **task** can be found [here](#).

Delegation type: **Manual task delegation**
Delegation was created by user: **admin**

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If the user has the right to **read the task**, he has the **right to delegate** it.



Tasks can be delegated to any user who can be selected in the select box. In other words, the user can delegate to a user to whom he has the **autocomplete** permission.

Future improvements



The manually created delegation definition should be deleted after deleting the last link to the task.



After reassigning the task, also send a notification to the delegator.

Main guide

- [Delegation](#)

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Permanent link:
<https://wiki.czechidm.com/devel/documentation/adm/delegation?rev=1592923234>

Last update: **2020/06/23 14:40**

