

## Reassigning a Task to Another User – QRC WKM 101-2.2



### Points to Remember

- A task must be Accepted (state of Open) prior to being reassigned
- Reassigning a task sends the new assignee a copy of the task and the copy will have the same **Primary Task ID** as the original task but a new **Sub-Task ID**.
- When the reassigned task is accepted by the user, it will appear on the original assignee's screen under reassigned tasks.