Rejecting a Task – QRC WKM 101-2.3

In the Work Management module, a Pending task displays on the Personal Workload screen → Select the Pending radio button → Select a task in the Tasks table → Click Reject → The task status updates to Rejected and will be removed from the user's Personal Workload screen → End
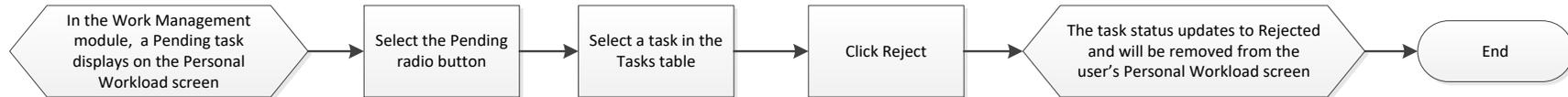
Points to Remember

- Only tasks in a Pending state can be Rejected.

- Rejected tasks are placed back into the queue for assignment by a workgroup supervisor.