

The background of the slide is a faded, sepia-toned image of a steam locomotive engine. The Georgia Institute of Technology logo, featuring the letters 'GT' in a stylized font, is visible in the upper left corner of the image. The text 'Georgia Tech' is prominently displayed in the center-left area.

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CREATING THE NEXT

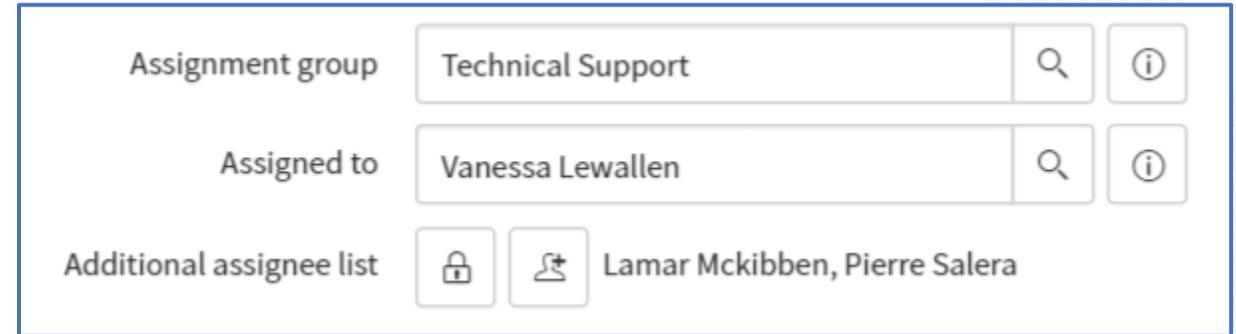
Assigning a Task to a User or Assignment Group

Quick Reference Guide

Assigning a Task to a User or Assignment Group

Project Tasks can be assigned to a Group, just a single user or multiple users. Assigning groups or users allows users to quickly and easily see their assigned tasks on the Time Sheet Portal and book time towards those tasks.

- To assign a group or an individual to a task, click on the task you wish to assign, then click on the magnifying glass for either the **Assignment Group** or the **Assigned to** field and make your selection.
- If the task needs to be assigned to more than one person you can select additional individuals from the **Additional Assignee List**
- Click **Save**.
- Note: If a group is selected, the Assigned to and Additional assignee list values will be limited to choices within that group.

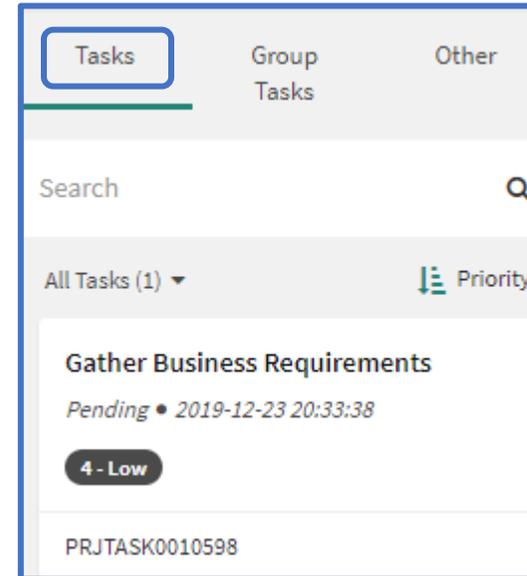


The screenshot displays a task assignment interface with three main sections:

- Assignment group:** A dropdown menu showing "Technical Support" with a magnifying glass icon and an information icon.
- Assigned to:** A dropdown menu showing "Vanessa Lewallen" with a magnifying glass icon and an information icon.
- Additional assignee list:** A section with a lock icon, a plus icon, and the text "Lamar Mckibben, Pierre Salera".

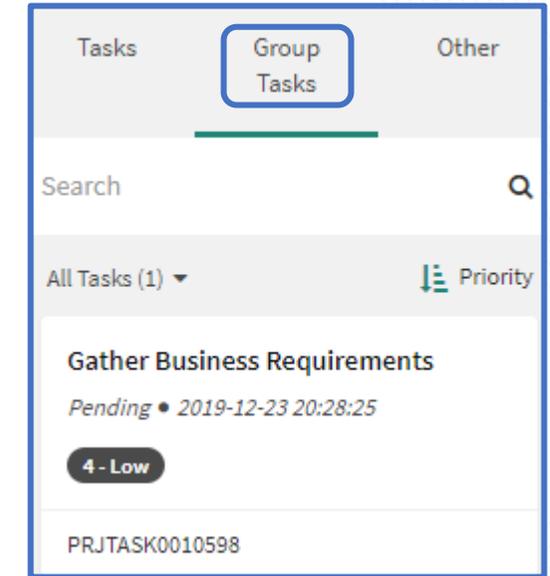
Assigning a Task to a User or Assignment Group

On the Time Sheet Portal, Tasks directly assigned to a user will show up in the **Tasks** tab and tasks assigned to the group will show up in the **Group Tasks** tab. Note: The project time card preference must allow time to be tracked to tasks and the task dates must intersect the time sheet date.



The screenshot shows the 'Tasks' tab selected. The task card displays the following information:

- Task Name: Gather Business Requirements
- Status: Pending
- Date and Time: 2019-12-23 20:33:38
- Priority: 4 - Low
- Task ID: PRJTASK0010598



The screenshot shows the 'Group Tasks' tab selected. The task card displays the following information:

- Task Name: Gather Business Requirements
- Status: Pending
- Date and Time: 2019-12-23 20:28:25
- Priority: 4 - Low
- Task ID: PRJTASK0010598