Authorized recipient of a task can choose to delegate it to another CARA user.

Tasks may be delegated in issued state.

Delegating task is not possible to a user who is marked as out of office in CARA.

There are two ways to delegate a task

1. Delegate task from Task manager.
2. Delegate task from Tasks node.

==================================================================================

Actual Manual Test Script Precondition:

Authorized user should have access to the system and ability to delegate a task to another CARA user.

List of users should exist to specify a task.

Users who are not available to accept the tasks, may set their profile as Out of Office within CARA and all future incoming tasks will then be automatically delegated to another user.

Existing tasks are not delegated

===================================

Step 1: An authorized user logs into the system.

Step 2: User selects and click on the Task Manager from Tasks menu. { Task Manager window should display with all the information such as Tasks, Type, Status, Target start, Target finish, Issued }

Step 3: In the Task Manager Window user selects a task with Planned status { Issue and Delegate buttons should be enabled in the Task Manager }

Step 4: User clicks on Delegate button { The Delegate task window should open for required information along with down-arrow besides Delegate to field}

Step 5: User clicks on down-arrow next to Delegate to field.{ Specify task recipients window should display}

Step 6: User enters part of recipient’s username in the search field and press enter {User list should be filtered}

Step 7: User double clicks a recipient username or clicks **User->** to add them as a task recipient in the right hand panel.

Step 8: The list of users to choose from can be narrowed by selecting a group in the top field.

Step 9: Once user selects all recipients and click save

Step 10: After clicking save in step 9 a task properties window should open with selected users added to the Recipients list.

==Little Twist==

Step 11: If user selects multiple recipients (individual or groups) the sequence drop-down list may be used to make the task Parallel (Sent to all recipients simultaneously) or Sequence (Sent to one recipient or group after the other in the order listed on the task). Some tasks have preconfigured Sequence options and so no choice is required.

Step 12: An additional decision may be required for Parallel Sequence tasks, Should the tasks be completed by All recipients or Any one recipient? Make the appropriate selection, if available from the for completion by drop-down list.

Step 13: If the sequence is set to Parallel completion by All, additionally specify whether the workflow ends with the first rejection (if not then the workflow ends after the last recipient completes)

Step 14: Add a message for the task recipients if appropriate, which will be added to the notification email.

Step 15: Check the Return to me on successful completion option to have the completed task returned before the workflow resumes.

Step 16: Click save, the task is moved to the In-tray of the new recipient.

Step 17: User selects and clicks Out of Office from the settings menu { Out of Office window opens }

Step 18: Check Enable Out of Office and select the user who tasks should be delegated to from the drop-down list.

Step 19: User types part of a recipient’s username in the Delegate all tasks to field{ List of matching users should be searched and displayed to user to select from and the users marked out of office should not be selected }

Step 20: User clicks on save button on out of office window.