Task Actions by Role

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Overview

This document provides a comprehensive list of all actions that can be performed on tasks, organized by user role (Employee vs Manager/Admin) and task status.

Employee Actions

General Actions (Available to Assigned Employees)

1. Accept Task

- **Endpoint:** `POST /api/tasks/{id}/accept`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `Created` (only for progress-tracked tasks with due date not passed)
  - Task status: `Assigned` (only if user is NOT an employee - managers/admins/creators)
  - **Note:** Regular employees do NOT see accept/reject links in `Assigned` status
- **Description:** Employee accepts an assigned task, changing status from `Assigned` to `Accepted`
- **Result:** Task status → `Accepted`

2. Reject Task

- **Endpoint:** `POST /api/tasks/{id}/reject`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `Created` (only for progress-tracked tasks with due date not passed)
  - Task status: `Assigned` (only if user is NOT an employee - managers/admins/creators)
  - **Note:** Regular employees do NOT see accept/reject links in `Assigned` status
- **Description:** Employee rejects an assigned task with optional reason

- **Result:** Task status → `Rejected`

3. Update Progress

- **Endpoint:** `POST /api/tasks/{id}/progress`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `Assigned` or `Accepted` (if assigned to user)
  - Task type: `WithProgress` or `WithAcceptedProgress`
  - Task NOT in "Accepted by Manager" state (no ManagerRating)
- **Description:** Updates task progress percentage (0-100%)
- **Business Rules:**
  - Progress must be ≥ last approved progress (cannot decrease)
  - For `WithProgress` type: Automatically accepted
  - For `WithAcceptedProgress` type: Requires manager approval (status → `UnderReview`)
- **Result:**
  - `WithProgress` : Progress immediately accepted
  - `WithAcceptedProgress` : Progress pending approval (status → `UnderReview`)

4. Mark Task as Completed

- **Endpoint:** `POST /api/tasks/{id}/complete`
- **Authorization:** `Authorize` (any authenticated user)
- **Available When:**
  - Task status: `Assigned` or `Accepted` (if assigned to user)
  - Task NOT in "Accepted by Manager" state (no ManagerRating)
- **Description:** Employee marks task as completed with optional comment
- **Result:** Task status → `PendingManagerReview`

5. Request More Information

- **Endpoint:** `POST /api/tasks/{id}/request-info`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `Assigned` or `Accepted` (if assigned to user)
- **Description:** Requests additional information or clarification about the task
- **Result:** Creates information request (no status change)

6. Request Deadline Extension

- **Endpoint:** `POST /api/tasks/{id}/extension-request`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `Assigned` or `Accepted` (if assigned to user)
  - Task has a due date
- **Description:** Requests extension to task's due date with reason
- **Business Rules:**
  - Requested due date must be in the future
  - Requested due date must be later than current due date
- **Result:** Creates extension request (requires manager approval)

7. Upload Attachments

- **Endpoint:** `POST /api/tasks/{id}/attachments`
- **Authorization:** Based on task status and user role
- **Available When:**
  - Task status: `Assigned` or `Accepted` (employee accepted, no ManagerRating)
  - Task status: `UnderReview`
  - User is assigned to the task
- **Description:** Upload files related to the task
- **Business Rules:**
  - Employees can upload in `Assigned`, `Accepted` (employee accepted), or `UnderReview` status
  - Cannot upload in `Created`, `PendingManagerReview`, `Completed`, `Cancelled`, or "Accepted by Manager" state

8. Delete Attachments

- **Endpoint:** `DELETE /api/tasks/{id}/attachments/{attachmentId}`
- **Authorization:** Based on attachment ownership and task status
- **Available When:**
  - Task status: `Assigned` or `Accepted` (employee accepted, no ManagerRating)
  - Task status: `UnderReview`
  - User owns the attachment (uploaded it)
- **Description:** Delete files uploaded by the employee
- **Business Rules:**
  - Employees can only delete their own uploaded attachments
  - Can delete in `Assigned`, `Accepted` (employee accepted), or `UnderReview` status

Manager/Admin Actions

Task Management Actions

1. Create Task

- **Endpoint:** `POST /api/tasks`
- **Authorization:** `ManagerOrAdmin`
- **Available When:** Always (if user is Manager or Admin)
- **Description:** Creates a new task with title, description, priority, due date, type, and optional assignment
- **Result:** Task created with status `Created`

2. Update Task

- **Endpoint:** `PUT /api/tasks/{id}`
- **Authorization:** `ManagerOrAdmin`
- **Available When:**
  - Task status: `Created`, `Assigned`, `Accepted`, or `Rejected`
  - User is task creator or Manager/Admin
- **Description:** Updates task details (title, description, priority, due date, assigned user)
- **Business Rules:**
  - Task type cannot be changed after creation
- **Result:** Task updated (status unchanged)

3. Assign Task

- **Endpoint:** `POST /api/tasks/{id}/assign`
- **Authorization:** `Manager`
- **Available When:**
  - Task status: `Created`
- **Description:** Assigns task to one or multiple users
- **Result:** Task status → `Assigned`

4. Reassign Task

- **Endpoint:** `PUT /api/tasks/{id}/reassign`
- **Authorization:** `Manager`

- **Available When:**
    - Task status: `Rejected`
- **Description:** Reassigns task to different user(s) (send back for rework)
- **Result:** Task status → `Assigned`

5. Cancel Task

- **Endpoint:** `POST /api/tasks/{id}/cancel`
- **Authorization:** `EmployeeOrManager` (but only creators/managers can actually cancel)
- **Available When:**
    - Task status: `Created`, `Assigned`, `UnderReview`, `Accepted`, or `Rejected`
    - User is task creator or Manager/Admin
    - Task NOT in terminal state (Completed, RejectedByManager, Cancelled)
    - Task NOT accepted by manager (no ManagerRating)
- **Description:** Cancels a task (soft delete or status change)
- **Result:** Task status → `Cancelled` (or deleted if in `Created` status)

Progress Management Actions

6. Accept Progress Update

- **Endpoint:** `POST /api/tasks/{id}/progress/accept`
- **Authorization:** `Manager` (but only task creator can actually accept)
- **Available When:**
    - Task status: `UnderReview`
    - Task type: `WithAcceptedProgress`
    - User is task creator (not just any manager)
    - There is a pending progress update
- **Description:** Accepts a pending progress update
- **Business Rules:**
    - Only task creator can accept/reject progress (not any manager)
    - Updates progress percentage to the pending value
    - Task status remains `Accepted` (does not change overall task status)
- **Result:** Progress history entry → `Accepted`, Task status → `Accepted`

7. Reject Progress Update

- **Endpoint:** `POST /api/tasks/{id}/progress/reject`
- **Authorization:** `Manager` (but only task creator can actually reject)
- **Available When:**

- Task status: `UnderReview`
- Task type: `WithAcceptedProgress`
- User is task creator (not just any manager)
- There is a pending progress update
- **Description:** Rejects a pending progress update
- **Business Rules:**
  - Only task creator can accept/reject progress (not any manager)
  - Reverts progress percentage to last approved progress
  - Task status returns to `Accepted` (so employee can update again)
- **Result:** Progress history entry → `Rejected`, Task status → `Accepted`, Progress percentage reverted

Task Review Actions

8. Accept Task (Non-Progress Tasks)

- **Endpoint:** `POST /api/tasks/{id}/accept`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `UnderReview`
  - Task type: NOT `WithAcceptedProgress` (for progress tasks, use accept-progress instead)
- **Description:** Accepts a task that is under review (non-progress tasks)
- **Result:** Task status → `Accepted`

9. Reject Task (Non-Progress Tasks)

- **Endpoint:** `POST /api/tasks/{id}/reject`
- **Authorization:** `EmployeeOrManager`
- **Available When:**
  - Task status: `UnderReview`
  - Task type: NOT `WithAcceptedProgress` (for progress tasks, use reject-progress instead)
- **Description:** Rejects a task that is under review
- **Result:** Task status → `Rejected`

10. Review Completed Task

- **Endpoint:** `POST /api/tasks/{id}/review-completed`
- **Authorization:** `ManagerOrAdmin`
- **Available When:**
  - Task status: `PendingManagerReview`

- **Description:** Reviews a completed task with rating (1-5 stars) and optional feedback
- **Options:**
    - **Accept:** Task status → `Accepted` (with ManagerRating set - terminal state)
    - **Reject:** Task status → `RejectedByManager` (terminal state)
    - **Send Back for Rework:** Task status → `Assigned` (employee can continue working)
- **Business Rules:**
    - Rating (1-5) is required if accepting
    - Feedback is optional (max 1000 characters)
- **Result:**
    - Accept: Task status → `Accepted` (with ManagerRating - terminal)
    - Reject: Task status → `RejectedByManager` (terminal)
    - Send Back: Task status → `Assigned`

Extension Management Actions

11. Approve Extension Request

- **Endpoint:** `POST /api/tasks/{id}/extension-request/{requestId}/approve`
- **Authorization:** `Manager`
- **Available When:**
    - Extension request exists and is pending
- **Description:** Approves a deadline extension request with optional review notes
- **Result:** Extension request → `Approved`, Task extended due date updated

Attachment Management Actions

12. Upload Attachments

- **Endpoint:** `POST /api/tasks/{id}/attachments`
- **Authorization:** Based on task status and user role
- **Available When:**
    - Task status: `Created` or `Assigned`
    - User is task creator or Manager/Admin
- **Description:** Upload files related to the task (managers can upload during creation/assignment)
- **Business Rules:**
    - Managers can upload in `Created` or `Assigned` status
    - Cannot upload in other statuses

13. Delete Attachments

- **Endpoint:** `DELETE /api/tasks/{id}/attachments/{attachmentId}`
- **Authorization:** Based on attachment ownership and task status
- **Available When:**
  - Task status: `Created` or `Assigned`
  - User is task creator or Manager/Admin
  - User owns the attachment OR is manager/admin
- **Description:** Delete files uploaded by manager
- **Business Rules:**
  - Managers can delete their own uploaded attachments
  - Can delete in `Created` or `Assigned` status

Actions by Task Status

Created (0)

Employee Actions:

- None (task not yet assigned)

Manager Actions:

- ✅ Assign task
- ✅ Update task
- ✅ Cancel task
- ✅ Upload attachments

Assigned (1)

Employee Actions (if assigned to user):

- ✅ Update progress (if task type supports it)
- ✅ Mark as completed
- ✅ Request more information
- ✅ Request deadline extension
- ✅ Upload attachments
- ✅ Delete own attachments

Manager Actions:

- ✅ Update task
- ✅ Cancel task
- ✅ Upload attachments
- ✅ Delete own attachments

UnderReview (2)

Employee Actions:

- ✅ Upload attachments (if assigned to user)
- ✅ Delete own attachments (if assigned to user)

Manager Actions:

- ✅ Accept progress (if task creator and `WithAcceptedProgress` type)
- ✅ Reject progress (if task creator and `WithAcceptedProgress` type)
- ✅ Accept task (if NOT `WithAcceptedProgress` type)
- ✅ Reject task (if NOT `WithAcceptedProgress` type)
- ✅ Cancel task

Accepted (3)

Employee Actions (if assigned to user and NOT accepted by manager):

- ✅ Update progress (if task type supports it)
- ✅ Mark as completed
- ✅ Request more information
- ✅ Request deadline extension
- ✅ Upload attachments
- ✅ Delete own attachments

Manager Actions:

- ✅ Cancel task (if NOT accepted by manager)

Note: If task has `ManagerRating` set (accepted by manager), it's a terminal state - no actions available.

Rejected (4)

Employee Actions:

- None

Manager Actions:

- ✅ Reassign task
- ✅ Update task
- ✅ Cancel task

PendingManagerReview (7)

Employee Actions:

- None (waiting for manager review)

Manager Actions:

- ✅ Review completed task (with rating and feedback)
  - Accept with rating
  - Reject with rating
  - Send back for rework

Terminal States

Completed (5), RejectedByManager (8), Cancelled (6)

- **Employee Actions:** None
- **Manager Actions:** None
- Only "self" link available (view task details)

Special Notes

Progress Acceptance/Rejection

- **Important:** Accepting/rejecting progress does NOT change the overall task status
- Progress acceptance only updates the progress percentage
- Progress rejection reverts to last approved progress percentage
- Task status remains `Accepted` after progress acceptance/rejection
- Only the **task creator** can accept/reject progress (not any manager)

Task Acceptance vs Progress Acceptance

- **Accept Task:** Changes overall task status (e.g., `UnderReview` → `Accepted`)
- **Accept Progress:** Only updates progress percentage, task status remains `Accepted`
- These are different actions for different purposes

Employee Accept/Reject in Assigned Status

- **Regular employees** do NOT see accept/reject links in `Assigned` status
- Only managers/admins/creators who are assigned can see accept/reject in `Assigned` status
- This prevents employees from accepting/rejecting tasks they're assigned to

Accepted by Manager State

- When task status is `Accepted` AND `ManagerRating` is set, it's a terminal state
- No further actions available (task successfully completed and reviewed)
- This is different from regular `Accepted` status (employee accepted, no rating)

Summary Table

Action	Employee	Manager/Admin	Notes
Create Task	❌	✅	Manager/Admin only
Update Task	❌	✅	Creator or Manager/Admin
Assign Task	❌	✅	Manager only, status `Created`
Reassign Task	❌	✅	Manager only, status `Rejected`
Cancel Task	❌	✅	Creator or Manager/Admin
Accept Task	⚠️	✅	Limited conditions for employees
Reject Task	⚠️	✅	Limited conditions for employees
Update Progress	✅	✅	If assigned, task type supports it
Accept Progress	❌	✅	Only task creator, `WithAcceptedProgress` type

Action	Employee	Manager/Admin	Notes
Reject Progress	❌	✅	Only task creator, `WithAcceptedProgress` type
Mark Completed	✅	❌	If assigned, status `Assigned` or `Accepted`
Review Completed	❌	✅	Manager/Admin only, status `PendingManagerReview`
Request More Info	✅	✅	If assigned
Request Extension	✅	✅	If assigned, task has due date
Approve Extension	❌	✅	Manager only
Upload Attachments	✅	✅	Based on status and ownership
Delete Attachments	✅	✅	Own attachments only, based on status

Legend:

- ✅ = Available
- ❌ = Not available
- ⚠️ = Available under limited conditions

See Also

- State Machine Documentation - Complete task state transitions
- HATEOAS Implementation - How actions are dynamically determined
- Business Rules - Detailed business logic and constraints