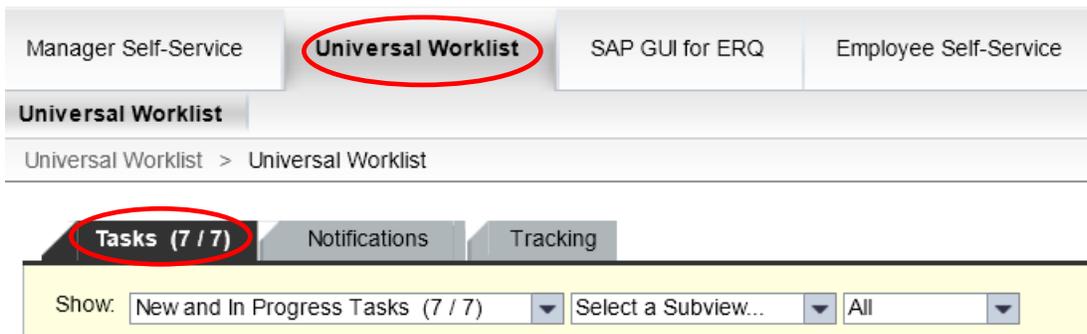


Cancel Task Assignment

Location: myNKU – Universal Worklist Tab

Purpose: In the Universal Worklist, on the Tasks subtab, when you click on a task link, you effectively take “ownership” of that task. That task will no longer be available to other users who have also received it. If you would like the task to be returned to all recipients, you can use the Cancel Assignment button.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.



3. Once you click on the task link, you take “ownership” of the task and it will not appear in other user’s task lists. After refreshing, the “Status” of the task will change from “New” to “In Progress”.



4. If you would like the task to be returned to all recipients, click the **Cancel Assignment** button, at the bottom left corner of the task list.



You will see the following confirmation message. The task has successfully been returned to the other recipients. After refreshing, the “Status” of the task will change back to “New” from “In Progress”.

