

Task Assignment Rule

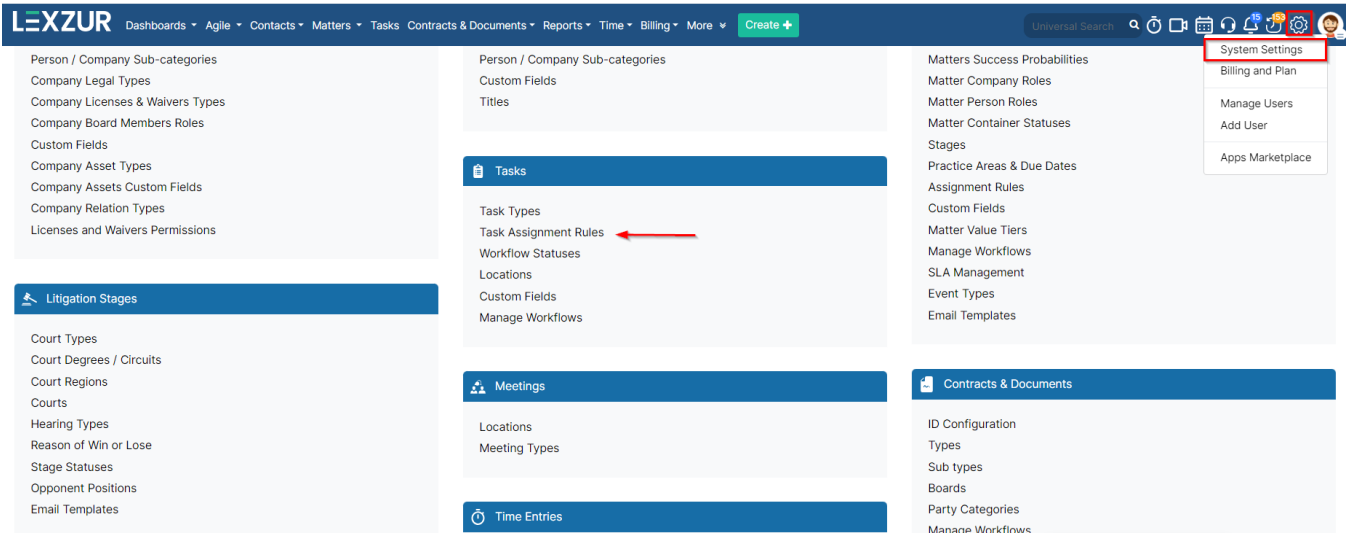
Objectives

- Assign Tasks based on rules

Steps

In Lexzur, you have the option to assign tasks based on predefined rules. This option will reduce the time taken to assign tasks to different users.

To do so, click on the action wheel in the navigation menu **System Settings Task Assignment Rules** under Tasks section



Assignment rules are split between two options:

1. Specific user: This will allow you to add a user. Thus, whenever adding a task with a specific type, the user will be assigned to this task automatically.
2. Round Robin Algorithm: This algorithm is used to divide the work equally on the assigned team. Thus, the tasks will be assigned based on the capacity of each user in the team.

Settings / Task Assignment Rules

Task

Task Type	Assignment Rule	Show Assignee	Actions
<div>Choose Type</div>	<div><input checked="" type="radio"/> Specific user <input type="radio"/> Round Robin Algorithm</div> <div>---</div>	<input type="checkbox"/>	









Save

The option to show/hide the assignee is available if you prefer to hide this field during task creation. This ensures that the default settings you establish here are automatically applied, preventing any changes while adding the task.

The default assignment rule generally applies to all task types. However, you can separately add different assignment rules based on specific types.

Multiple assignment rules can be added through the + icon.

Task 

Task Type	Assignment Rule	Show Assignee 	Actions
Administration 	<input type="radio"/> Specific user <input checked="" type="radio"/> Round Robin Algorithm	<input type="checkbox"/>	
Attestation 	<input checked="" type="radio"/> Specific user <input type="radio"/> Round Robin Algorithm damon haedy 	<input checked="" type="checkbox"/>	
Collection 	<input checked="" type="radio"/> Specific user <input type="radio"/> Round Robin Algorithm Jerard Brown 	<input checked="" type="checkbox"/>	

[Save](#)

Likewise, for any new assignment rule, you add, you can specify the assignment rule, whether it will be assigned to a specific user or if you will use the round-robin algorithm and you can choose to show or hide the assignee field.

For more information on LEXZUR, reach out to us at help@lexzur.com.

Thank you!