Hello Steffen,

Please check our understanding of the Task section. Also, we have queries in the Task section, So please review my all case and provide your suggestion on this.

1. Whenever the Admin/Functionary creates a Task then an invitation notification is sent to all the participants. If users Accept the invitation then it is visible into the user's Task section.

No, the user does not need to accept the task. The user receives a notification that the task was assigned to him.

1. Whenever the Editor/Secretaries/Member roles Create Task functionality, then an approval Notification is sent to the Admin with options like (Accept & Deny).

Yes, correct.

2.1 Now we will change this functionality, If the Admin denies the Task then we will show one Text box, in this textbox admin enter the deny reason and submit the button. After that Deny message notification is visiable to the created user.

Yes

2.2 If Admin approves then it will display furthermore an invitation notification is sent to all the participants.

No, the user does not need to accept the task. The user receives a notification that the task was assigned to him.

2.3 If a task is being updated by the creator of the task and Admin denies the Task then we will show one Text box, in this textbox admin enter the deny reason and submit the button. After that Deny message notification is visible to the user who have updated the task and the task will not be updated and it will remain same.

Correct

3. Now Create Task and SubTask scenarios.

3.1 When creating a Task, then in the main task section we have 2 options for the Participants (individual & Group dropdown).

3.2 If we added SubTask, then we have a 1 option for selecting the participants (individual dropdown).

**Case I:- Create main tasks with individual option and without any sub-task**

1. Admin user created the main task, in the participant's list, we select the Functionary user and we did not add any sub-task to this task.

2. Now we send the task invitation notification to the user.

3. After accepting the invitation, this task is visible in the user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Assigned user

5. If the assigned user marked complete this task. Then the task will mark complete.

**Note:**Currently, we do not send any notification to create the user in case of Task is complete. Can you please let me know if we have to send any notifications for this?

Yes please send a small notification to the responsible persons (Task creater)

(No task invitation needed)

**Case 2- Create main tasks with individual option with two user and without any sub-task**

1. Admin user created the main task, in the participant's list, we select the Functionary and Editor user and we did not add any sub-task for this task.

2. Now we send the task invitation notification to both user.

3. After accepting the invitation, this task is visible in the user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Both Assigned user like (Functionary or Editor)

5. If the assigned user (Functionary or Editor) marked complete this task. Then the task will mark complete.

(No task invitation needed)

**Case 3- Create main tasks with individual option with one user and add one sub-task**

1. Admin user created the main task, in the participant's list, we select the Functionary and in the subtask we select Editor user.

2. Now we send the task invitation notification to both user (Functionary (main task) and (Editor) subtask).

3. After accepting the invitation, this main task will visible for Functionary user list and subtask will visible in the editor user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Main task participant Functionary can mark(completed) the main task as well as subtask

4. Subtask Participant Editor can only mark(completed) the Subtask.

5. If the assigned user Functionary or Editor marked complete this task. Then the task will mark complete.

No invitation needed. The subtask user will also see the whole task.

**Case 4:- Create main tasks with individual option with one user and add two user in sub-task**

1. Admin user created the main task, in the participant's list, we select the Functionary user and in the subtask we select Editor & Secreatary.

2. Now we send the task invitation notification to all user (Functionary (main task) and (Editor or Secreatary) subtask).

3. After accepting the invitation, this main task will visiable for Functionary user list and subtask will visible in the Editor or Secreatary user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Main task participant Functionary can mark(completed) the main task as well as subtask

4. Subtask Participant Editor & Secretary can only mark(completed) the Subtask and they both can complete the Sub Task.

5. If the assigned user Functionary or Editor/Secreatary marked complete this task. Then the task will mark complete.

No invitation needed. The subtask user will also see the whole task. If one participant of a subtask mark it done, the subtask will be marked done. If the main task user wants to mark it done but there are open subtasks it is not possible.

**Case 5:- Create main tasks with individual option with one user and add two user in two sub-task**

1. Admin user created the main task,we select the Aditya(Admin) user and we added two subTask,in the first subtask we select Editor/Member and in second subtask we select Secretary/Functionary.

2. Now we send the task invitation notification to all user ( Aditya Admin (main task) and ( Secretary/Functionary or Editor/Member) subtask).

3. After accepting the invitation, this main task will visiable for Aditya(Admin) user list and subtask will visible in the Secretary/Functionary or Editor/Member user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Main task participant Admin can mark(completed) the main task as well as subtask

4. First Subtask Participant Editor & Member can only mark(completed) their own 'First Subtask' they both can mark(completed) task.

5. Second Subtask Participant Secretary/Functionary can only mark(completed) their own 'Second Subtask' they both can mark(completed) task.

5. If the assigned user Secretary/Functionary/Editor/Member marked complete this task. Then the task will mark complete.

No invitation needed. The subtask user will also see the whole task. If one participant of a subtask mark it done, the subtask will be marked done. If the main task user wants to mark it done but there are open subtasks it is not possible.

**case 6- Create main tasks with individual option with two user and add two user in two sub-task**

1. Admin user created the main task,we select the Aditya(Admin)/ Functionary user and we added two subTask,in the first subtask we select Editor/Member and in second subtask we select Secretary.

2. Now we send the task invitation notification to all user (Aditya Admin/ Functionary) main task and ( Secretary/Functionary or Editor/Member) subtask.

3. After accepting the invitation, this main task will visiable for Aditya Admin/ Functionary user list and subtask will visible in the ( Secretary or Editor/Member) user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Main task participant Aditya Admin/Functionary can mark(completed) the main task as well as subtask

4. first Subtask Participant Editor & Member can only mark(completed) their own 'First Subtask' they both can mark(completed) task.

5. Second Subtask Participant Secretary can only mark(completed) their own 'Second Subtask' .

5. If the assigned user Member or Editor/Secreatary marked complete this task. Then the task will mark complete.

No invitation needed. The subtask user will also see the whole task. If one participant of a subtask mark it done, the subtask will be marked done. If the main task user wants to mark it done but there are open subtasks it is not possible.

**Currently Group Task is working like this**

1. In the main task Collaborators dropdown we choose Group, Then in the participants dropdown, all approved Groups are listed. Now in the participants dropdown, we select any single Group then all the members of the group can visible the particular Task. And if we create a sub-task then the subtask participants dropdown, currently displayed all the club members in the participants dropdown.

We have query in subtask participants dropdown when we choose a Group.

1. In participants dropdown we have to display all the club members?

No, if you select type group we only display the group. No need to select goup members further more.

2. Or we have to display only group members of that group which we selected?

If you select a subtask to the task which was selected for the group we only want to display the members of this group.

**Case 7:- Create main tasks with Group option and without any sub-task**

1. Admin user created the main task, in the participant's list, we select an Group and we did not add any sub-task to this task.

2. Now we send the task invitation notification to all the member of the Group.

3. After accepting the invitation, this task is visible in the user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Any member of the Group who accept the invitation. For example If in a Group Two user Secretary/Functionary prasent, and both user accept the Task notification, Then any of one user Secretary/Functionary marked complete this task.

5. Any member of the Group who accept the invitation marked complete this task. Then the task will mark complete.

No invitation needed.

**Case 8:- Create main tasks with Group option and one sub-task**

1. Admin user created the main task, in the participant's list, we select an Group and in the subtask we select Editor user.

2. Now we send the task invitation notification to all the member of the Group and Also send invitation notification to sub task user.

3. After accepting the invitation, this task is visible in the user Task list.

4. This task will marked complete by the following users

1. Admin User

2. Task Created User

3. Main task Group participant mark(completed) the main task as well as subtask

4. Subtask Participant can only mark(completed) the Subtask.

No invitation needed. Yes the subtask participant can only mark his assigned task as complete.

**Now Selecting End Date in Main Task and SubTask**

**1.**  main tasks with Group/ individual option and sub-task**.**

When we create a main task we have a option to choose End Date and also in the Subtask we can select a End Date.

**For Example:-** If we create Main task with End-date(19 Nov 2022) and Sub task with End-date(21 Nov 2022).

so can you please let us know that Sub-task End-date should be less than or equal or greater than to main task End-date?

This should not be possible. The enddate of the subtask must be before the enddate of the main task.

**It would be great if you can share us the Updates Funtionality scenarios for above. As it what would happen when the user who have created a task, wants to update the task.**

• Do we need to send an authorization request to admin for accept deny?

If a user creates a task for himself we do not need to send a request to an admin. This should always be possible. If the task is for someone else we need to get the update accepted from an admin.

• If accepted then what would happen?

The task would be updated. The assigned persons would get a notification.

• If denied then what would happen?

The task will stay as it was. The person who sent the request would get a notification, that the update was rejected.

• Will the user task list entry remain intact after denying or will it get removed.

What do you mean with that?

**Also We have some queries regarding the Task in the new figma design.**

1. In new figma design we have three categories

1. To Do Task

Tasks that have been assigned but not started (No subtask done)

1. In progress

Not completely done, but some subtasks are marked as done.

3. Completed Task

All the subtasks done and the main task.

In Complete task we will display all the completed task, In progress task we will show the task which is not complete.

Can you please let me know which task we have to display in To Do Task section.

See above.

2. In all the categories you have display the progress bar, please let us know about the functionality of the progress bar.

If you have a maintask with 2 subtasks you will display the 2 subtasks as a 50/50 each.

3 Subtasks 33/33/33 and so on. Therefore we have the Progress which displays the number of subtasks.

3. Just below the progress bar you have display the messages, would you please elaborate what we have to display in the message, and where it comes from.

You can ignore this we do not have this functionality.

4. The participants you have displayed just below the progress bar, they are of main task or the participants of the both Task and Sub Tasks.

Both, maintask and subtask.