

Index Task

When a document is [uploaded through SiteZone](#), an Index Task for that document will be made available in the [Inbox](#). Index Tasks require a user to select an index and assign metadata for the document before submitting it to QC.

Users can perform the following actions on an Index Task:

- **QC** – document will continue through the normal QC steps
- **Send back to Site** – the document will be sent back to the Site in SiteZone (only available for documents that were requested)
- **Ask** – request assistance from another user
- **Delete** – deletes the task and document
- **Delegate** – Assign the task to another user for Indexing
- **Return** – sends the task back to the group Inbox

Note: Index tasks may also be created for documents uploaded through [eUpload](#).