## Acquire Tasks

You can acquire a task that is assigned to your work group. The act of acquiring reassigns the task to yourself and enables you to work on the task. You automatically acquire a group task when you open it; however, you can also acquire a group task by selecting "Acquire" from the task's Actions menu.

If you have View Group Tasks permissions, you have the ability to acquire all tasks in the Inbox. This function is useful for acquiring tasks in bulk. You can simply access the Inbox, apply filters to display the desired set of tasks, and select "Acquire All Tasks" from the list's Actions menu.



## Acquire All Tasks menu option

If the number of tasks is above 50, a message will be displayed, stating that the action will be performed on the first 50 tasks. Click **Ok** to proceed with the first 50 tasks. The system determines which of the tasks can be acquired based on the following rules:

- You cannot acquire a task that is already assigned to you
- You cannot acquire a task if it was already acquired by someone else at the time you attempted to acquire it

The tasks that can be acquired are then listed on the Acquire

## All Tasks screen.

9	Some of your you selected	r selected tasks could not be acquired. Reasons include that you have ain it but before you attempted to acquire it. Tasks that can be acquired are s	eady acquired the task or the task was acquired by someone else afte hown below. You can de-select any tasks you do not want to acquire.	er (
	Tasks			
	PDF	QC: Edit Check Testing (Paper) - 23-Jul-2018 Ref Model ID: 10.03.04 Doc Type ID: 110.10 1245.94 Due Date: 05-Mar-2018	Task Creation Date: 27-Jul-2018 3:08:06 PM Task Acquisition Date: Task Owner: TMF QC Role	
	PDF	QC: Committee Member Financial Disclosure Form - 23-Jul-2018 Ref Model ID: 01.03.05 Doc Type ID: 100.28 1245.94 Due Date:	Task Creation Date: 27-Jul-2018 2:57:50 PM Task Acquisition Date: Task Owner: TMF QC Role	
	L	QC: Edit Check Programming (Paper) - 01-May-2018 Ref Model ID: 10.03.03 Doc Type ID: 110.09	Task Creation Date: 25-May-2018 5:09:28 AM	

## Acquire Tasks dialog

Deselect any tasks you do not want to acquire and click **Acquire Selected Tasks**.

To acquire a single task, use the "Acquire" option within the task's Actions menu.