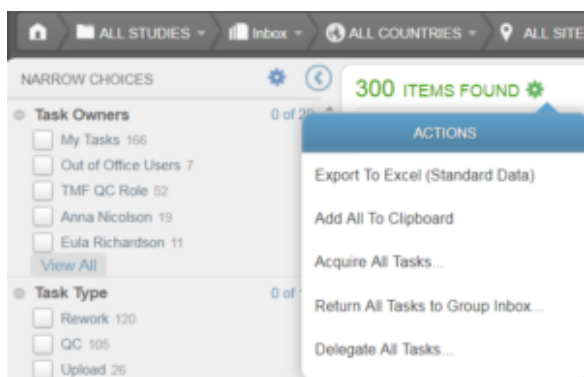


Acquire Tasks

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.



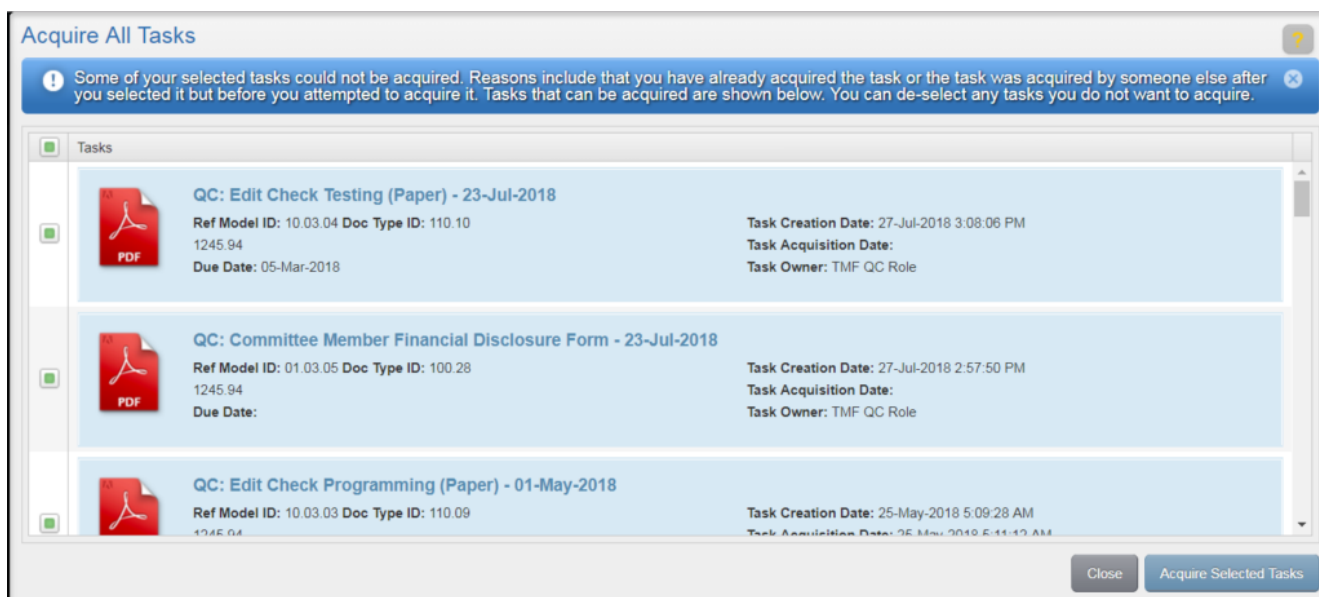
Acquire All Tasks menu option

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.



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.