Create Assignment (Task)

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Title:

Case Number: ☑

Assignment Type: ▼

Assigned To: 👥

Due Date: 📅

Comments:

Save   Cancel

Create Assignment can be an existing widget, or it can be called/opened when an assignment/ task is selected/requested/required from anywhere within the workflow

Title is free text, 255 characters, spell check would be nice.

Case Number is optional, but if provided is validated to an appeal number. Nice to pull up cases on submitter's docket

Assignment Type is from a pick list, options to be provided by POs (Pre-Appeal, Conferencing, Posting, Other, etc.)

Assigned To pulls up valid PTAB E2E users. If a Case Number is provided, then only those users in that 'group' would pull up by default, but the user could 'pick more' and see full list.

Due Date is a simple calendar field with basic data validation (not 20+ years ago, etc.); if date in the past is selected, pop up warning message "Do want this date that has passed?"

Comments is an optional free text, larger text block, spell check would be nice, formatting, pasting, bullets, etc. would be great.

In the background, the system also populates the following items based on when the "Save" button is clicked:
Assignor is the user who is performing the action.
Date Created is the date/time stamp of when the original task was created (by clicking save)
Task No which is a system tracking tool for a unique pointer to each task

(Note that the system can also 'create' a task/assignment and the system would provide much of this information)