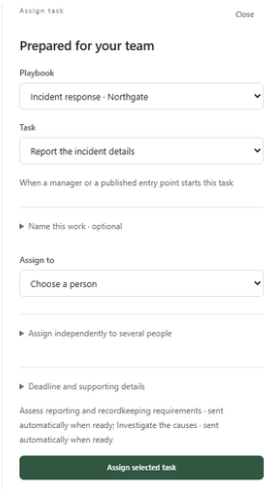
ASSIGN PREPARED WORK TO ONE OR MORE PEOPLE

Assign prepared work with the case and deadline in view

Choose eligible people for a specific task from the available playbook, keeping its case context and deadline with the assignment.

Choose task; Select people > Retain or override deadline; Assign

SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Separate demonstration, observation and qualification decisions



SkillSmith · Record the preparation required before starting



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

Who can use this product method

The method keeps the stated role and access scope. Your team confirms the people involved.

Your role	The contribution	SkillSmith support
Manager within reporting scope or administrator	Choose task, Select people, Retain or override deadline and Assign	Use the method within the permitted scope for the selected information.

Confirm the recipients and deadline for this task

In the walkthrough, a person can use the playbook but is not among the intended assignees; select the recipients and deadline explicitly.

WORKED DECISION

Decision point	Information to use	Responsible next step
Inputs to review	Available playbook and Task	Choose task.
Method action	Eligible people, Case context and Deadline	Select people and Retain or override deadline.
Result to inspect	Individual task instances and Related work record	Inspect the available result within the permitted scope.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Assign prepared work to one or more people

Start with available playbook and task. The steps below show the actions and information available for this method.

01 Choose task; Select people

Start with available playbook and task. Choose task and Select people.

02 Retain or override deadline; Assign

Retain or override deadline and Assign. The result includes individual task instances and related work record.

Use the supporting product method

Review the available actions and the result within the method's stated scope.

Assign prepared work to one or more people

Each eligible recipient receives the selected task.

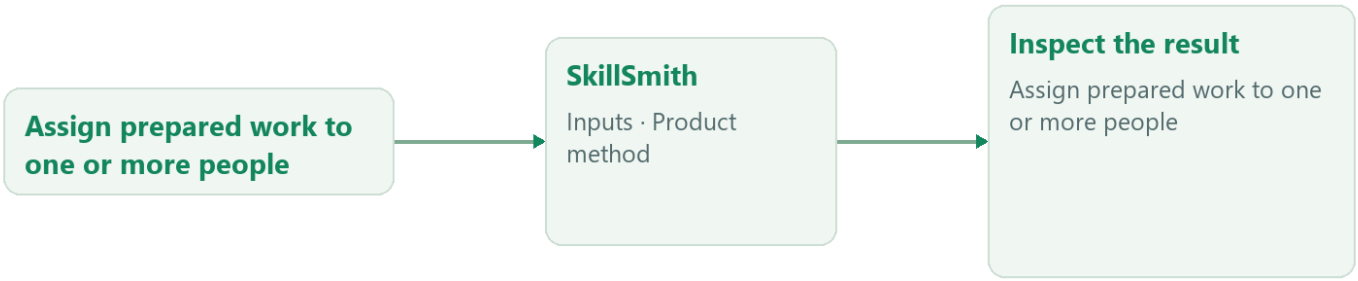
Assign prepared work with the case and deadline in view

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Assign prepared work to one or more people Work is ready for team members	Individual task instances and Related work record.

YOUR DELIVERY PLAN / OUR TEAM

Set up a useful first example

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Choose the working inputs

Review available playbook, task, eligible people, case context and deadline.

02 Agree who will use the method

Confirm the relevant people and their permitted scope: Manager within reporting scope or administrator.

03 Try the useful actions

Choose task, Select people, Retain or override deadline and Assign.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What can we inspect after using this method?

The method provides individual task instances and related work record. Each eligible recipient receives the selected task.

Who uses this method?

The permitted roles are Manager within reporting scope or administrator. Confirm the people and their access for the selected example.

Which choices do we need to make first?

Review available playbook, task, eligible people, case context and deadline. Use those choices to prepare the first example and its permitted scope.

Which eligible people should receive this particular prepared task?

A person can use the playbook but is not among the intended assignees; select the recipients and deadline explicitly.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Each assignment requires recreating its instructions and fields.	Choose a prepared task with its resources, response fields and next steps already defined.
The same prepared task is set up repeatedly for each person.	Select prepared work and relevant recipients together, with defaults visible before assignment.
The next person receives an action without the preceding result.	Keep the preceding result attached when the next responsible person receives work.

Walk through this method with us

Bring one real example and the information needed for this method. We will walk through its actions, result and permitted scope.

- Which eligible people should receive this particular prepared task?
- The inputs and available actions
- The people and permitted scope
- The result to inspect

Request a demo

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