Assignments

Feature

Delegate with clarity, track with confidence, and deliver with consistency



Epic's **Assignments** feature gives managers a structured, flexible way to delegate and track deadline-driven tasks—ensuring clarity, accountability, and timely execution across teams.

Whether assigning tasks to individuals or enabling self-assignment, the system supports customised visibility, automated reminders, and real-time progress updates—all accessible via desktop or mobile.

Key Functions

- Deadline-Driven Task Allocation: Managers can create assignments with due dates and allocate them to staff via a dropdown list. Users also have the option to self-assign tasks.
- Customised Visibility Settings: Assignment visibility can be tailored to suit your organisation's structure—whether company-wide, by reporting line, or peer-to-peer.
- Automated Notifications: Email alerts notify assignees of new tasks and upcoming deadlines, helping teams stay proactive and responsive.
- Progress Updates & Status Options: Assignees can update progress, mark tasks as Complete or Unable to Complete, and provide context or reasons where needed.
- Manager Controls: Managers can edit, delete, or reassign tasks at any time—ensuring flexibility and control throughout the assignment lifecycle.
- Mobile App Enabled: Fully accessible via mobile and tablet, allowing users to manage assignments and update progress on the go.