There are a couple of conditions that must be met prior to delegating authoring assignments to your IDT members. First, as you know, the team lead must have created a project and added the required authors to the project's team definitions. Second, before the team lead can assign tasks, the desired document template must be copied from the asset library and pasted to the appropriate folder, the process we just completed. To begin an authoring assignment, you must first navigate to the virtual document that you want to assign to your team members, and once there we will right click on the document to call forth the context menu. Next, we want to select the option of E-planning document and task assignment. Doing so will call forth the document task assignment wizard. The upper portion of this screen contains filters that allow you to choose from the documents associated with all of your projects you're currently working on as well as which ones you want to display. The lower portion of the screen is a document map, which displays all of the sections and subsections of the document that you have selected. To assign an authoring task to a specific section of your document, you must highlight that section or sections and right click on them to bring up the context menu. After doing so, click on the assign authoring task option. Clicking on this launches the assign document authoring task wizard. On this new form, you'll notice that the document section field has the portions of the document that you chose to assign for authoring. In the assign to authors field, you'll notice that is blank; however, yourself as well as the team member that you chose to add are currently there. In order to add them, simply highlight their name and select add. Note that only

IDT members with a defined team role of author or editor will actually show up in this field as selectable. Next, select the due date that you would like to document back from the assigned author, and then check the box that says assign authoring task to subsections. Lastly, click the finish button at the bottom right of the screen. This will close the form and take you back to the document task assignment screen. If you are finished and do not wish to assign additional sections of this document for authoring, click the save button at the bottom right of the screen. No task assignments are finalized until the save button has been clicked. Once the authoring tasks are saved, the system provides access to the assigned IDT members. Individuals who are assigned sections to author will find their assignments in the my authoring task note in the navigation pain, which is here.