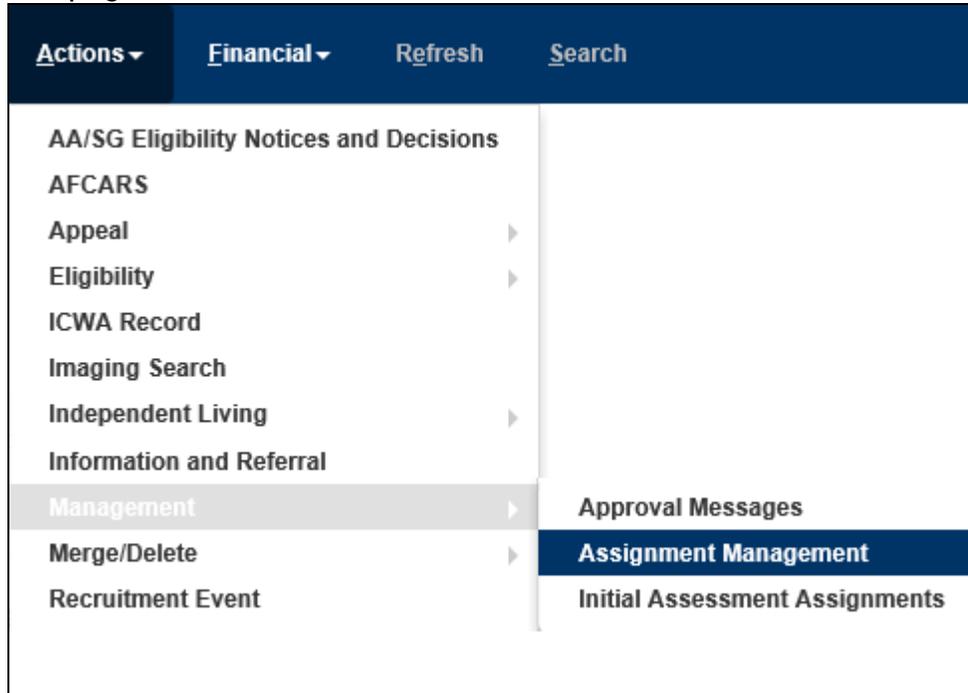# Assignment Management – Reassign by Case or by Provider

1. Click Actions > Management > Assignment Management. This will open the Assignment Management page.

2. On the Assignment Management page, the default is to reassign a case from a worker for the supervisor completing this work to another worker in eWiSACWIS. All of the following steps also apply to Reassign by Provider, just replace the word 'case' with 'provider' throughout the guide.

3. Select a worker and then select a case. This will display the current open assignments for the selected case. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down. If a row is italicized, it means that the piece of work is part of an active approval chain and will need to be finally approved before re-assignment.
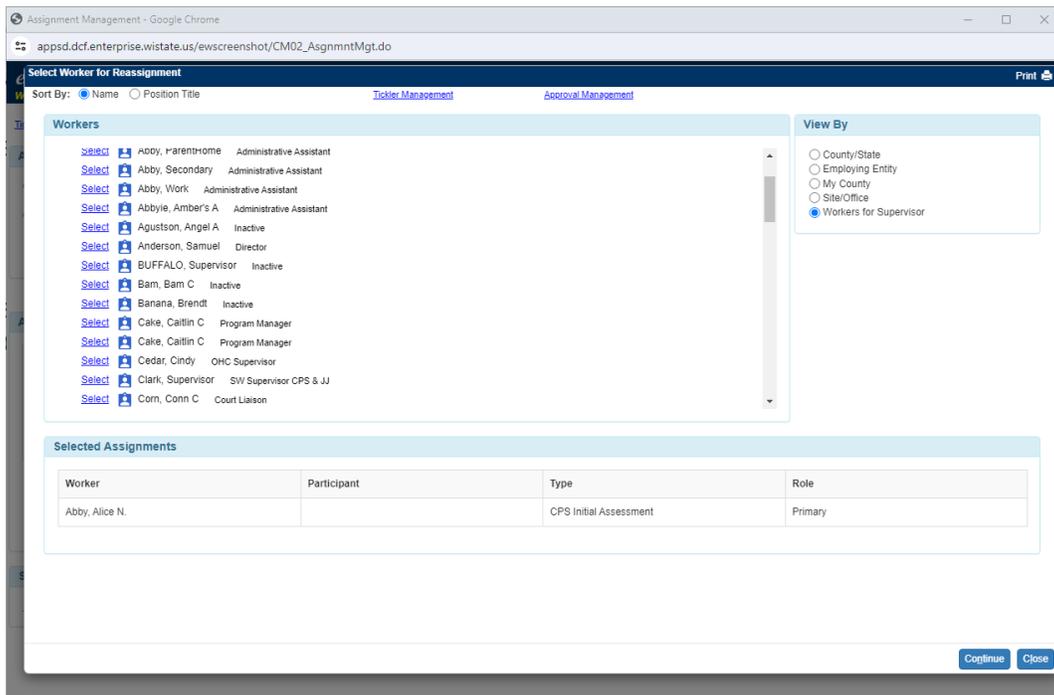
4. Select the assignment(s) you wish to reassign to a new worker, and then click the Select Worker link in the Select Assignee group box. Click on the underlined blue header columns to sort the data by Worker, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Worker last name.
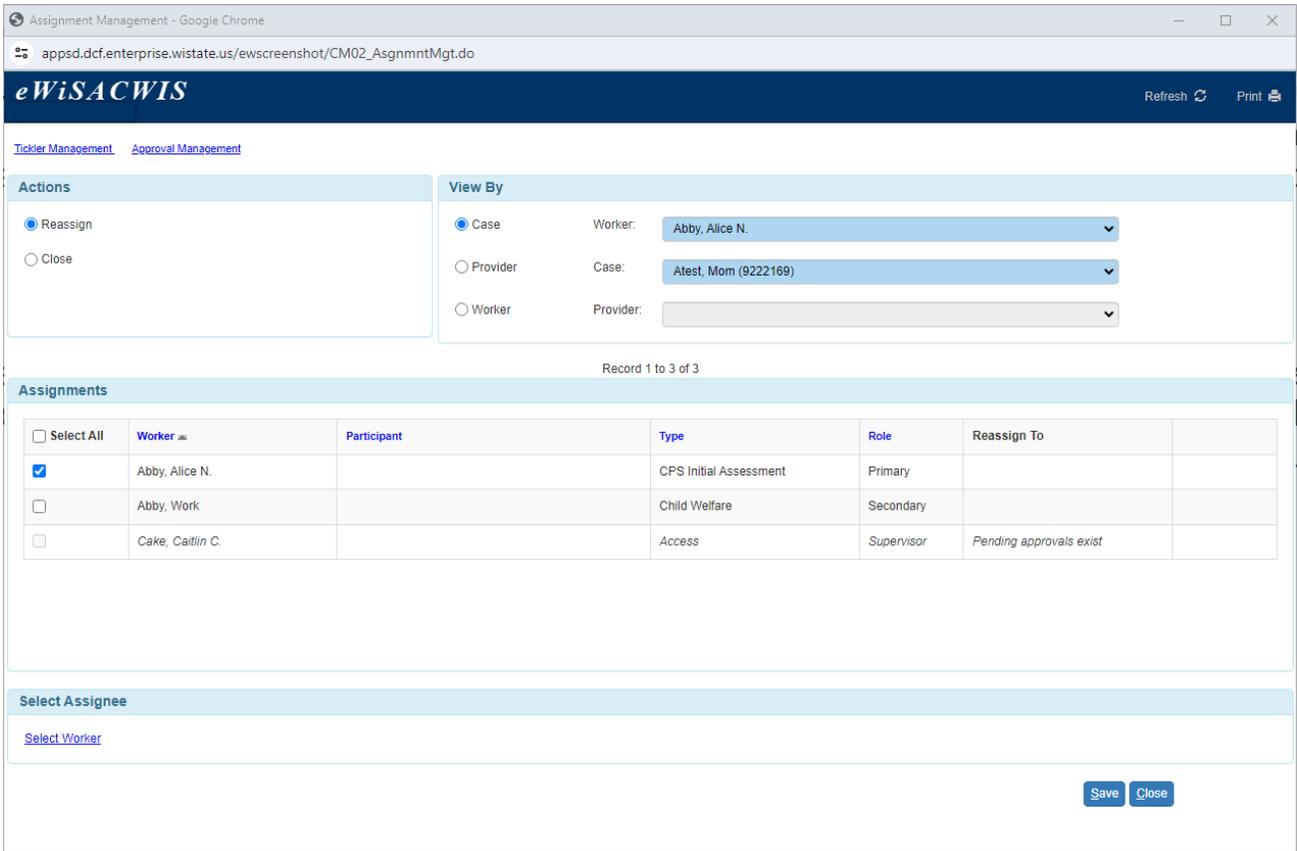
5. The Select Worker for Reassignment page opens, showing the Workers for Supervisor view by default. Use the View By options on the right to find other workers in eWiSACWIS. Click the Select hyperlink next to the worker that will be assigned to this case and click Continue.

On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this case, repeat steps 4 and 5 above. If Pending approvals exist, the checkbox will be disabled. The Assignment Management or Tickler Management hyperlinks can be used to reassign tasks and assignments.

Note: Additional security is needed for the Assignment Management and Tickler Management pages.
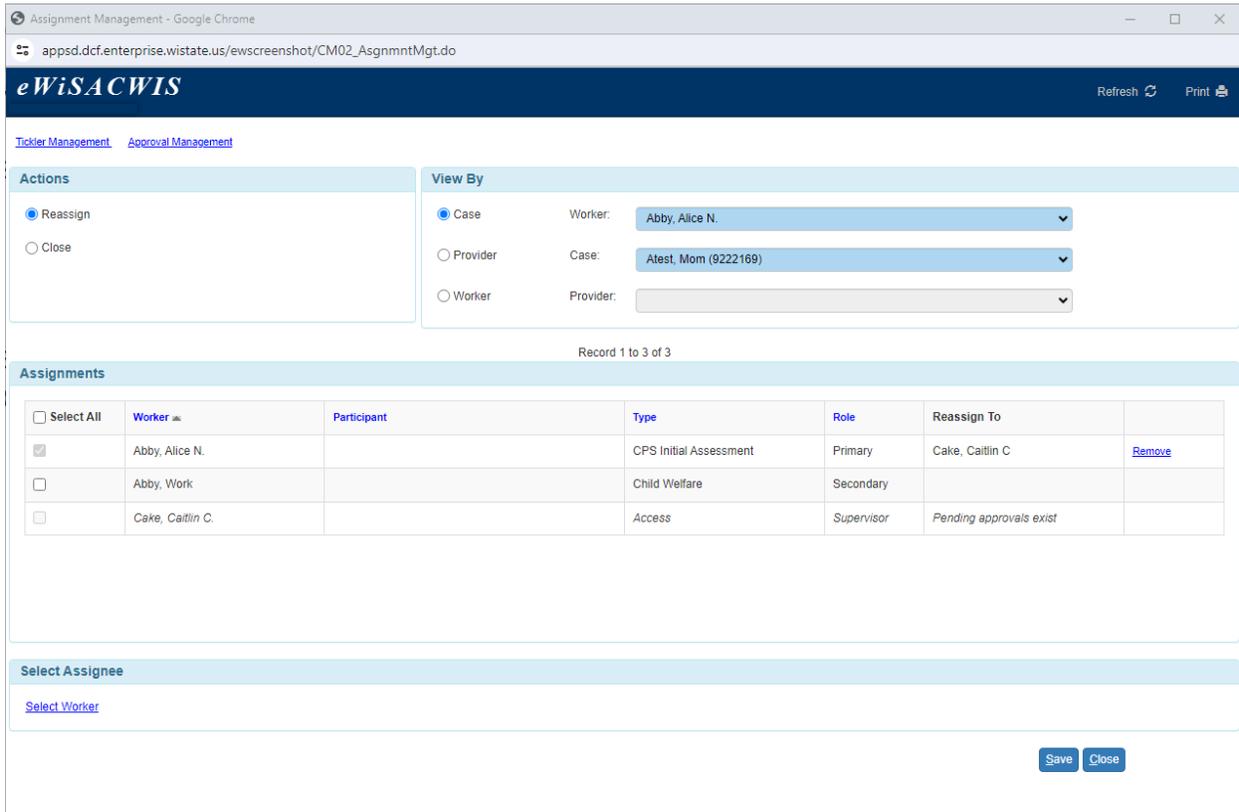
6. When all reassignments are complete for this case, click the Save button. The Assignment Management page refreshes and the reassigned assignments are no longer displayed. Click Close to return to your desktop. If there are any pending tasks the tickler reassignment page will display to reassign tasks prior to reassignment. Click Save and the Assignment Management page refreshes. Click close to return to the desktop.