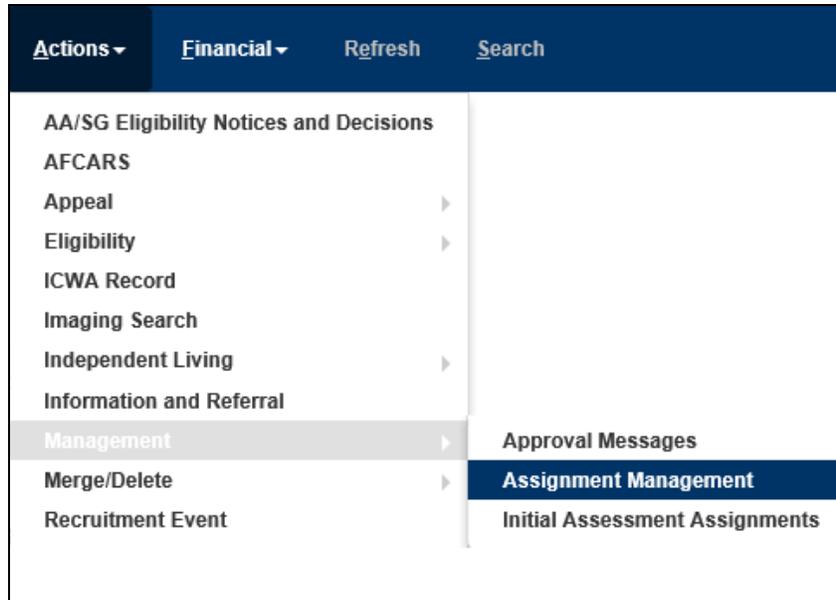# Assignment Management – Reassign by Worker

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


2. On the Assignment Management page select the Worker radio button, and then select the worker you wish to manage his or her case or provider assignments for. Please note that only the workers supervised by the person doing the Assignment Management will display in the Worker drop-down.
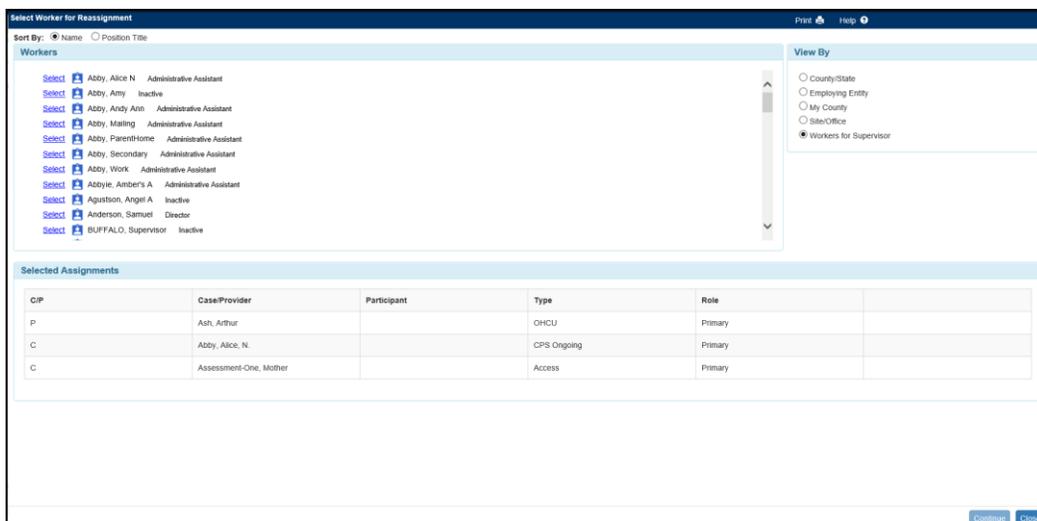
3. Select the assignment(s) you wish to reassign to a new worker. To reassign all of the cases and providers to another worker, check the Select All checkbox. Click on the blue header columns to sort the data by C/P (Case or Provider), Case/Provider, Participant (for Participant-specific assignments only), Type, or Role. The default sort is by Case or Provider name. The 'C' or 'P' indicates if it is a Case or Provider. If the row is italicized, it is because that specific piece of work related to that case is part of an active approval chain, and thus cannot be reassigned. Please finally approve the documents that are missing approval in order to reassign through assignment management.
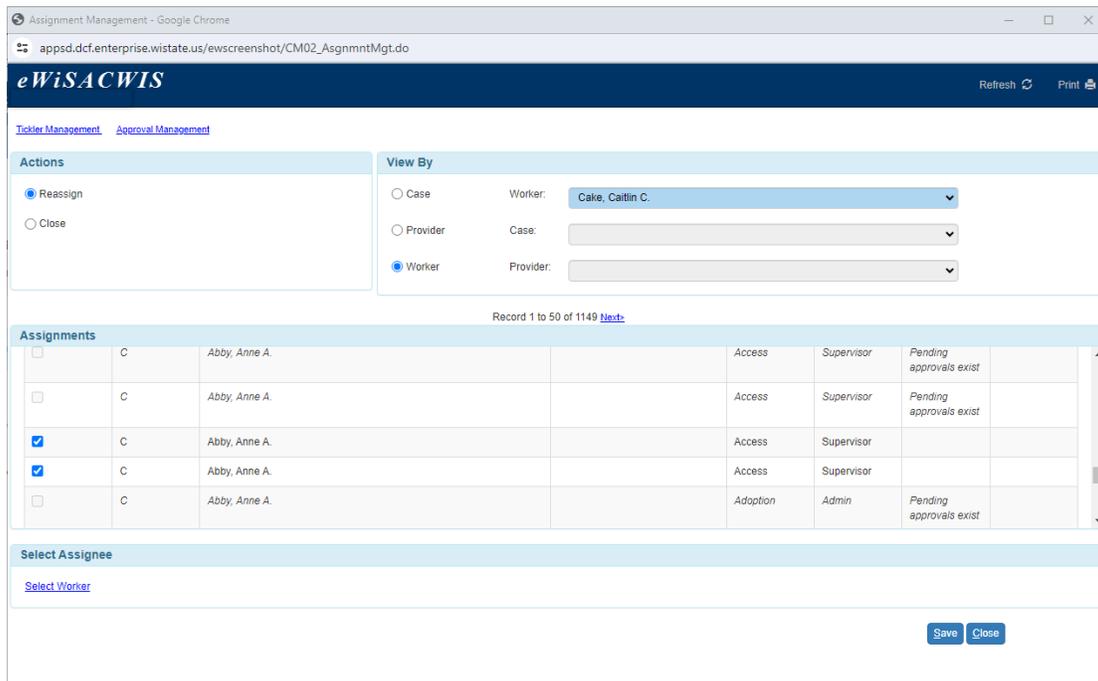
4. Once the assignments have been selected, click the Select Worker hyperlink in the Select Assignee group box. The Select Worker for Reassignment page opens, showing the Workers for Supervisor view by default. Use the View By options on the right to find other workers in eWiSACWIS. Click the Select hyperlink next to the worker that will be receiving the selected assignments and click Continue.

5. On the Assignment Management page, the selected worker pre-fills into the 'Reassign To' column. To reassign additional open assignments for this worker, repeat steps 3 and 4 above. To change the worker in the Reassign To column, click the Remove hyperlink next to the assignment that needs to be corrected. When all reassignments are complete for this worker, click the Save button.

6. If there are any tasks assigned to the assignments selected the tickler reassignment page will display. To reassign tasks or assignments the Tickler Management or Approval Management hyperlinks can be used to quickly access the Tickler Management and Approval Management pages.

Note: Additional security is needed to access Assignment Management and Tickler Management.

The Assignment Management page refreshes and the remaining open case and/or provider assignments are displayed. Click Close to return to your desktop.