Assignment Management – Reassign by Worker

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

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Merge/Dele	ete	\rightarrow	Assignment Management
Recruitme	nt Event		Initial Assessment Assignments

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.

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Actions			View By							
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○ Close			O Provider	Case:			~			
			Worker	Provider:			~			
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Assignments				Record 1 to :	50 01 239 <u>Next></u>					
Select All	C/P	Case/Provider ==			Participant	Туре	Role	Reassign To		^
	с	Abby, Alice N.				CPS Ongoing	Primary			
	С	AR, Mom				Access	Primary	Pending approvals exist		
	Р	Ash, Arthur				OHCU	Primary			
	с	Ashman, Betty				CPS Ongoing	Supervisor			
	с	Assessment-One, Mother				Access	Primary			
	с	Assessment-One, Mother				Access	Secondary			
	Р	Auntie, Zeus				OHCU	Primary			
	с	Badger, Bucky A.				Access	Primary			
	с	Badger, Mom				Clerical	Secondary			~
Select Assignee										
Select Worker										
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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.

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Select All	C/P	Case/Provider ==	Case/Provider		Participant	Туре	Role	Reassign To		
V	с	Abby, Alice N.				CPS Ongoing	Primary			
	С	AR, Mom				Access	Primary	Pending approvals exist		
V	Р	Ash, Arthur				OHCU	Primary			
	С	Ashman, Betty				CPS Ongoing	Supervisor			
V	с	Assessment-One, Mother				Access	Primary			
	с	Assessment-One, Mother				Access	Secondary			
	Р	Auntie, Zeus				OHCU	Primary			
	С	Badger, Bucky A.				Access	Primary			
	с	Badger, Mom				Clerical	Secondary			
Select Assignee										
Select Worker										
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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.

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t By: Name O Position Title						
Vorkers					View By	
Select Abby, Alice N Administrative Select Abby, Amy Inactive Select Abby, Anny Inactive Select Abby, Anny Anactive Select Abby, Parenti-forme Administrative Select Abby, Parenti-forme Administrative Select Abby, Work Administrative Select Abby, Work Administrative Select Abby, Work Administrative Select Abby, Abby, Work Administrative Select Abby, Anderson, Samuel Director Select BUFFALO, Supervisor Inactive	tive Assistant b Assistant strative Assistant Assistant Assistant Trative Assistant			~	County/State Employing Ent My County Site/Office	
elected Assignments						
C/P	Case/Provider	Participant	Туре	Role		
P	Ash, Arthur		онси	Primary		
с	Abby, Alice, N.		CPS Ongoing	Primary		
с	Assessment-One, Mother		Access	Primary		
						Co <u>n</u> tinue

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 June 2022 3 the assignment that needs to be corrected. When all reassignments are complete for this worker, click the Save button.

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Select All	C/P	Case/Provider ==			Participant	Туре	Role	Reassign To		
✓	c	Abby, Alice N.				CPS Ongoing	Primary	Clark, Supervisor	Remove	
	с	AR, Mom				Access	Primary	Pending approvals		
								exist		
~	P	Ash, Arthur				OHCU	Primary	Clark, Supervisor	Remove	
	С	Ashman, Betty				CPS Ongoing	Supervisor			
~	С	Assessment-One, Mother				Access	Primary	Clark, Supervisor	Remove	
	С	Assessment-One, Mother				Access	Secondary			
	Р	Auntie, Zeus				OHCU	Primary			
	С	Badger, Bucky A.				Access	Primary			
	С	Badger, Mom				Clerical	Secondary			
Select Assignee										
Select Worker										
										Save Close

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

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							Refresh 😴	Print 🖨	
		View By							
		○ Case	Worker:	Corn, Conn, C.		~			
		O Provider	Case:			~			
		Worker	Provider:			~			
			Record 1 to	50 of 236 Next>					
C/P	Case/Provider =			Participant	Туре	Role	Reassign To		
С	AR, Mom				Access	Primary	Pending approvals exist		
с	Ashman, Betty				CPS Ongoing	Supervisor			
с	Assessment-One, Mother				Access	Secondary			
Р	Auntie, Zeus				OHCU	Primary			
с	Badger, Bucky A.				Access	Primary			
с	Badger, Mom				Clerical	Secondary			
с	Bagel, Brother				Adoption	Primary			
с	Bagel, Daughter				Access Report	Primary			
с	Bage/, Momo				CPS Ongoing	Supervisor	Pending approvals		
	C C C P C C C C C C	C AR, Mom C Ashman, Betty C Assessment-One, Mother P Aurite, Zeus C Badger, Bucky A. C Badger, Mom C Bagel, Brother C Bagel, Brother	OP CaseProvider a. CP AsterProvider a. C AR, Mom C Astman, Betly C Astersment-One, Mother P Aunte, Zeus C Badger, Bucky A. C Badger, Mom C Badger, Mom C Badger, Bucky A. C Badger, Mom C Badger, Mom C Badger, Buchy A. C Badger, Buchy A. C Badger, Buchy A.	CP CaseProvider CP CaseProvider C AR, Mom C Ashman, Betly C Assessment-One, Mother P Auntie, Zeus C Badger, Bucky A. C Badger, Mom C Badger, Mom	CP CaseProvider Porticipant CP AR, Mom Participant C AR, Mom Participant C Ashman, Betly CaseProvider C Ashman, Betly CaseProvider C Ashman, Betly CaseProvider C Bagler, Bucky A. CaseProvider	CP CasePovder * Proteine CP CasePovder * Participant Type C AR, Mom CPS Orgoing Access C Ashman, Betty Inclained CPS Orgoing C Assessment-One, Mother Inclained Access Participant Aldreite Access Access C Assessment-One, Mother Inclained Access P Aunte, Zeus Inclained Access C Badger, Bucky A Inclained Access C Badger, Mom Inclained Access C Badger, Mom Inclained Access C Bagel, Brother Inclained Access Report C Bagel, Daughter Inclained Access Report	Provider Provider CP CaseProvider Participant Type Rele C AR. Mom Access Principant Access Primary C Ashman, Betly C GaseSameL-One, Mother GaseSameL-One, Mother Access Scondary P Andre, Zeus GaseSameL-One, Mother GaseSameL-One, Mother<	Product Product Image: Construct of the second of the	Protect Protect Image: Construct of the second of the