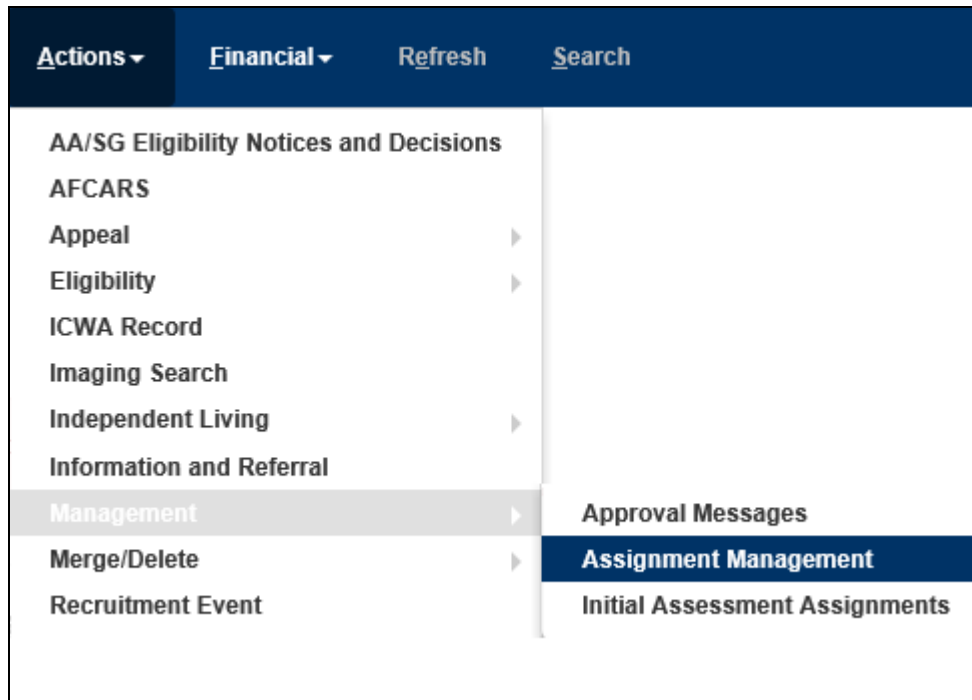


## Assignment Management – Reassign by Worker

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.

eWiSACWIS
Assignment Management

Refresh
Print
Help

☒ Reassign
☐ Close

View By

☐ Case
☐ Provider
☒ Worker

Worker: Corn, Conn, C.
Case: 
Provider:

Record 1 to 50 of 239 [Next>](#)

☐ Select All

C/P

Case/Provider

Participant

Type

Role

Reassign To

<input type="checkbox"/>	C	Abby, Alice N.		CPS Ongoing	Primary	
<input type="checkbox"/>	C	AR, Mom		Access	Primary	Pending approvals exist
<input type="checkbox"/>	P	Ash, Arthur		OHCU	Primary	
<input type="checkbox"/>	C	Ashman, Betty		CPS Ongoing	Supervisor	
<input type="checkbox"/>	C	Assessment-One, Mother		Access	Primary	
<input type="checkbox"/>	C	Assessment-One, Mother		Access	Secondary	
<input type="checkbox"/>	P	Auntie, Zeus		OHCU	Primary	
<input type="checkbox"/>	C	Badger, Bucky A.		Access	Primary	
<input type="checkbox"/>	C	Badger, Mom		Clerical	Secondary	

Select Assignee

[Select Worker](#)

Save

Close

- 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.

eWiSACWIS Assignment Management

Refresh Print Help

**Actions**  
☒ Reassign  
☐ Close

**View By**  
☐ Case  
☐ Provider  
☒ Worker

Worker:   
 Case:   
 Provider:

Record 1 to 50 of 239 [Next](#)

**Assignments**

<input type="checkbox"/> Select All	CP	Case/Provider	Participant	Type	Role	Reassign To
<input checked="" type="checkbox"/>	C	Abby, Alice N.		CPS Ongoing	Primary	
<input type="checkbox"/>	C	AR, Mom		Access	Primary	Pending approvals exist
<input checked="" type="checkbox"/>	P	Ash, Arthur		OHCUC	Primary	
<input type="checkbox"/>	C	Ashman, Betty		CPS Ongoing	Supervisor	
<input checked="" type="checkbox"/>	C	Assessment-One, Mother		Access	Primary	
<input type="checkbox"/>	C	Assessment-One, Mother		Access	Secondary	
<input type="checkbox"/>	P	Auntie, Zeus		OHCUC	Primary	
<input type="checkbox"/>	C	Badger, Bucky A.		Access	Primary	
<input type="checkbox"/>	C	Badger, Mom		Clerical	Secondary	

**Select Assignee**

[Select Worker](#)

Save Close

- 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.

Select Worker for Reassignment

Print Help

Sort By: ☒ Name ☐ Position Title

**Workers**  
 Select Abby, Alice N Administrative Assistant  
 Select Abby, Amy Inactive  
 Select Abby, Andy Ann Administrative Assistant  
 Select Abby, Mailing Administrative Assistant  
 Select Abby, ParentHome Administrative Assistant  
 Select Abby, Secondary Administrative Assistant  
 Select Abby, Work Administrative Assistant  
 Select Abbyie, Amber's A Administrative Assistant  
 Select Agustson, Angel A Inactive  
 Select Anderson, Samuel Director  
 Select BUFFALO, Supervisor Inactive

**View By**  
☐ County/State  
☐ Employing Entity  
☐ My County  
☐ Site/Office  
☒ Workers for Supervisor

**Selected Assignments**

C/P	Case/Provider	Participant	Type	Role
P	Ash, Arthur		OHCUC	Primary
C	Abby, Alice, N.		CPS Ongoing	Primary
C	Assessment-One, Mother		Access	Primary

Continue Close

- 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.

The screenshot shows the eWiSACWIS Assignment Management interface. The 'Actions' section has 'Reassign' selected. The 'View By' section shows 'Worker' selected, with 'Corn, Conn, C.' in the dropdown. The 'Assignments' table lists various assignments with checkboxes for selection. The 'Reassign To' column shows 'Clark, Supervisor' for several entries, with a 'Remove' link next to each. The 'Select Assignee' section has a 'Select Worker' link. The 'Save' and 'Close' buttons are at the bottom right.

Select All	CP	Case/Provider	Participant	Type	Role	Reassign To
<input checked="" type="checkbox"/>	C	Abby, Alice N.		CPS Ongoing	Primary	Clark, Supervisor <a href="#">Remove</a>
<input type="checkbox"/>	C	AR, Mom		Access	Primary	Pending approvals exist
<input checked="" type="checkbox"/>	P	Ash, Arthur		OHCU	Primary	Clark, Supervisor <a href="#">Remove</a>
<input type="checkbox"/>	C	Ashman, Betty		CPS Ongoing	Supervisor	
<input checked="" type="checkbox"/>	C	Assessment-One, Mother		Access	Primary	Clark, Supervisor <a href="#">Remove</a>
<input type="checkbox"/>	C	Assessment-One, Mother		Access	Secondary	
<input type="checkbox"/>	P	Auntie, Zeus		OHCU	Primary	
<input type="checkbox"/>	C	Badger, Bucky A.		Access	Primary	
<input type="checkbox"/>	C	Badger, Mom		Clerical	Secondary	

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

The screenshot shows the eWiSACWIS Assignment Management interface after a refresh. The 'Assignments' table now displays a different set of assignments, including 'AR, Mom', 'Ashman, Betty', 'Assessment-One, Mother', 'Auntie, Zeus', 'Badger, Bucky A.', 'Badger, Mom', 'Bagel, Brother', 'Bagel, Daughter', and 'Bagel, Mom'. The 'Reassign To' column shows 'Clark, Supervisor' for several entries, with a 'Remove' link next to each. The 'Select Assignee' section has a 'Select Worker' link. The 'Save' and 'Close' buttons are at the bottom right.

Select All	CP	Case/Provider	Participant	Type	Role	Reassign To
<input type="checkbox"/>	C	AR, Mom		Access	Primary	Pending approvals exist
<input type="checkbox"/>	C	Ashman, Betty		CPS Ongoing	Supervisor	
<input type="checkbox"/>	C	Assessment-One, Mother		Access	Secondary	
<input type="checkbox"/>	P	Auntie, Zeus		OHCU	Primary	
<input type="checkbox"/>	C	Badger, Bucky A.		Access	Primary	
<input type="checkbox"/>	C	Badger, Mom		Clerical	Secondary	
<input type="checkbox"/>	C	Bagel, Brother		Adoption	Primary	
<input type="checkbox"/>	C	Bagel, Daughter		Access Report	Primary	
<input type="checkbox"/>	C	Bagel, Mom		CPS Ongoing	Supervisor	Pending approvals exist