Menu > Workflows > Reassign Workflows

Use this function to reassign a workflow task to another user.

You can search by workflow, who a task is currently assigned to as well as a list option to show a range of workflows.

To reassign a task to another user:

- 1. Click the "Select" checkbox next to the original user.
- 2. Then choose a new user from the dropdown menu.
- 3. Click Reassign Workflow.

The new user assigned to the workflow task will be notified immediately, and the original user will no longer see the workflow.

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