

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.

