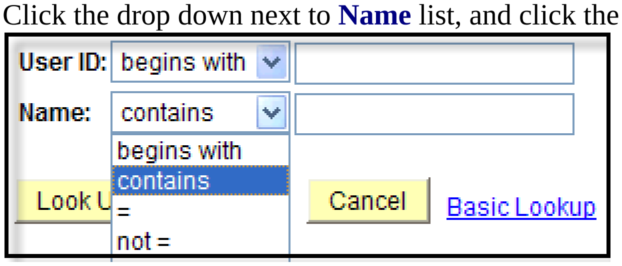
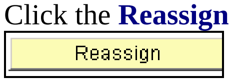
Reassign My Workflow to Another Approver/Auditor

You can reassign items currently in your work queue to another approver or auditor using Reassign My Workflow. The ability to reassign allows coverage for absences and routing of expense reports when special expertise or special handling is needed, such as Foundation use. Reassign My Workflow also provides a method for re-routing in the case of "accidental routings" or when the Department ID needs to be changed and reassigned to the appropriate approver.

1.	Click the **Travel and Expenses** link. Travel and Expenses
2.	Click the **UW Travel and Expenses** link. UW Travel and Expenses
3.	Click the **Reassign My Workflow** link. Reassign My Workflow
4.	Click in the **Reassign Work To** field. If known, enter the User ID of the person to whom you want to reassign work, then click the Lookup icon
5.	If User ID is unknown: Click the **Look up (Alt+5)** icon
6.	Click the Advanced Lookup link
7.	Click the drop down next to **Name** list, and click the **contains** list item 
8.	Click in the **Name** field. Enter all or part of the person's last name. APP
9.	In our example, we are searching for the User ID whose name description contains the letters, "APP": Click the **Look Up** button. Look Up
10.	The Search Results lists the User ID and Name meeting our search criteria.

11.	Click an entry in the **User ID or Name** column. 
12.	The **Reassign Work to** field shows the person we have selected. In this example, it is Ana Approver, another approver.
13.	A listing of expense reports in your queue will be listed.
14.	To select a transaction to reassign, click the check box to the left of the expense report that will be reassigned. Any items that are grayed out indicate that the Department ID of the expense report is not within the approval range of the Auditor to whom Reassignment is being made.
15.	To select all the expense transactions to reassign to another person: Click the **Select All** link.  Checkmarks display for all the expense transactions selected to be reassigned to another person.
16.	Click the **Reassign** button. 
17.	Click the **Refresh** button. 
18.	You have successfully reassigned your workflow to another person. The person to whom reassignment was made will receive an e-mail notifying them that an expense report awaits their approval. **End of Procedure.**