Approving Official: Reassign a Transfer Request

Approving Officials can use the following steps to reassign a transfer request to someone else.

- Click the *tab* (*My Tasks*, *Unassigned Tasks*, or *My Team's Tasks*) where the Transfer Request appears.
- 2. Locate the *Transfer Request* you want to reassign.
- 3. Click the *vertical ellipsis* to the right of the transfer request.
- 4. Select *Reassign* from the menu.

□ \$	Transfer Request Number	Type of Legal Transfer	Status	Status Date	Accession Title	Tracking Number	
	TR-0328-2023-0007	Annual FRC Move	Submitted for Agency Approval	02/14/2023	Photographs & Videos	123654321456	@ :
View 10 Items of 1 New				lext	Copy From	n Existing	

Figure 1 Approving Official's Dashboard with Vertical Ellipsis and Reassign Function circled in red

- Select your *name* (or *the name of another Approving/Transferring Official*) from the drop-down menu.
- 6. Enter *comments* in the Comments field (*optional*).
- 7. Click the *Confirm* button.

The reassigned Transfer Request should now appear in the **My Tasks** tab of the new Transfer or Approving Official.