



## Reassigning Work Items in ezFedGrants

### Quick Reference

This document summarizes how Grants Administrative Officers (GAOs) can reassign applications, claims, repayment requests, and reports in ezFedGrants.

To access the reassignment button, log-in to ezFedGrants and click for the desire Report on the navigation menu. If this tile is not visible, then you do not have the GAO user role, which is required to reassign work items.

Instructions are provided at the top of the **Item Reassignment** screen. You can only reassign one type and status of work items for one organization and agency at a time. If you need to reassign a variety of work items for multiple agencies or organizations, you will need to repeat the procedure multiple times. Furthermore, you can only reassign work items in Not Started, Draft, or Returned status between users with the Grants Processor role. If you need assistance, please contact the ezFedGrants Help Desk at [ezfedgrants-cfo@usda.gov](mailto:ezfedgrants-cfo@usda.gov).

#### Search Work Items:

Select the relevant **report** in the actionable items on the home screen.

#### Select Work Items:

Click the work item you want to reassign.

**Note:** You can only reassign work items to one person at a time.

The screenshot shows the ezFedGrants Home screen. The 'Home' button in the left sidebar is highlighted with a red box. The 'Actionable Items' section is also highlighted with a red box. The 'Category' dropdown is set to 'Report'. The table below shows the list of actionable items.

Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
<a href="#">ap17acxxxxxxxxc002-FI-SA2-2016</a>	Financial Report	ap17acxxxxxxxxc002	Not started	12/28/16	1/16/20
<a href="#">FX170200-10.G030-PE-SA2-2016</a>	Performance Report	FX170200-10.G030	Not started	12/28/16	8/29/19
<a href="#">TA-CR-16-057-FI-SA2-18</a>	Financial Report	TA-CR-16-057	Not started	7/15/18	8/29/19
<a href="#">AM17AMA0000G002-PE-SA2-2016</a>	Performance Report	AM17AMA0000G002	Not started	12/28/16	8/28/19
<a href="#">TA-CR-16-057-FI-SA2-18</a>	Financial Report	TA-CR-16-057	Not started	7/15/18	8/26/19
	Report		Not started	1/1/70	8/20/19
<a href="#">TA-CR-16-057-PE-SA2-18</a>	Performance Report	TA-CR-16-057	Not started	7/15/18	8/15/19
<a href="#">FX170200-10.G030-PE-SA2-2016</a>	Performance Report	FX170200-10.G030	Not started	12/28/16	8/6/19



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**Reassign Work Items:** Click the **Reassign top right** button of the screen, follow the instructions on the **Work Item Reassignment** popup window to select the user to whom the work items should be assigned, and then click the **Next** button.

The screenshot shows the ezFedGrants interface for a report titled 'Create Report FX170200-10.G030-PE-5A2-2016'. The main window has a table with columns for Time, Description, and Performed by. A 'Reassign Report' dialog box is open, prompting the user to select a user from their organization. The dialog contains a search box with 'Test ARS' entered and 'OK' and 'Cancel' buttons. A yellow arrow points to the 'Reassign' button in the top right of the main window, and another yellow arrow points to the 'Next >>' button in the dialog.

Time	Description	Performed by
8/29/19 3:44 PM	Assigned to ARS ARS-ST-GL-Admin to 'Enter Information '.	ARS ARS-ST-GL-Admin
8/29/19 3:44 PM	Assignment to ' complete task ' completed by performing a 'StartScreenFlowAuto'.	ARS ARS-ST-GL-Admin
8/6/19 1:57 PM	Assigned to GAO1100000234WB to ' complete task '.	Agent(USDA-FW-Grantor-Work-Report.ResumeFlow)
8/6/19 1:57 PM	Verify POC Has GAO WB	Agent(USDA-FW-Grantor-Work-
8/6/19 1:56 PM	Status changed to Not started.	Service Create Work
8/6/19 1:56 PM	Item created.	Service Create Work