



## Reassigning Work Items in ezFedGrants Quick Reference

### Before You Begin

This document summarizes how Grants Administrative Officers (GAOs) can reassign work items in ezFedGrants. The organization GAO has the ability to reassign work items in “Draft Pending Signature” status. This is the status when the work item is assigned to the organization “Certifying Official.”

1. To reassign a work item, please log into [ezFedGrants](#). Click on “Work Item Reassignment” tab on the left-hand side. If this tab is not visible, then you do not have the GAO role.
2. On “Work Item Reassignment” tab, you can use the “Agency” and/or “Case Type” filters to filter and locate a specific work item.
3. When the work item is located, under the “Transfer To” column, choose the intended user’s name from the dropdown and click the “Transfer” button to reassign the work item to the selected user.

**Reassign Cases**

This screen allows for **reassignment** of cases that are **pending a signature** and have an **individual** assignment.

1. Select the Agency and which type of Case to be transferred.
2. Eligible cases will be displayed, use the filtering option if needed (found in the column headers).
3. Select the person to transfer to from the drop down.
4. Click Transfer.

If you need assistance, please contact the help desk using the Contact USDA link on the left.

Agency: **AMS** Case Type: **Report**

Case ID	Agency	Report ID	Status	Last update	Current Assignment	Transfer To	
RPT-5233	AMS	NI1612-NI00HG002-PE-Final-21	Draft Pending Signature	10/6/21	TEST GAO	<input type="text" value="TEST GAO"/>	<input type="button" value="Transfer"/>
RPT-5285	AMS	AM17AMAXXXXG002-PE-Q4-20	Draft Pending Signature	10/6/21	TEST GAO	<input type="text" value="TEST GAO"/>	<input type="button" value="Transfer"/>
RPT-5287	AMS	AM17AMAXXXXG002-PE-Q4-20	Draft Pending Signature	10/6/21	TEST GAO	<input type="text" value="TEST GAO"/>	<input type="button" value="Transfer"/>
RPT-5289	AMS	AM17AMAXXXXG002-PE-Q4-20	Draft Pending Signature	10/7/21	TEST GAO	<input type="text" value="TEST GAO"/>	<input type="button" value="Transfer"/>
RPT-5290	AMS	AM17AMAXXXXG002-PE-Q4-20	Draft Pending Signature	10/7/21	TEST GAO	<input type="text" value="TEST GAO"/>	<input type="button" value="Transfer"/>

4. Once work item reassignment is completed, it should be available in the assigned user’s Actionable Items list.

**Actionable Items**

Category:  Organization Filter:

Transaction ID	Transaction	FAIN	Status	Due Date	List Updated
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Draft	1/28/22	4/4/22
AFP-6851	Application		Draft		4/4/22
AFP-6866	Application		Draft		3/29/22
AF18FSGPHSTC004-FI-Q1-22	Financial Report	AF18FSGPHSTC004	Draft	5/31/22	2/24/22
BA-3812	Request Access		Submitted		2/24/22
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Not started	1/28/22	2/4/22
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Not started	1/28/22	2/4/22
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Not started	1/28/22	2/4/22
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Not started	1/28/22	2/4/22
AM1801000000G006-FI-Annual-21	Financial Report	AM1801000000G006	Not started	1/28/22	2/4/22
FX1792-106130009-FI-Final-21	Financial Report	FX1792-106130009	Draft Pending Signature	1/28/21	1/26/22
TA-CR-16-043-FI-Final-21	Financial Report	TA-CR-16-043	Draft Pending Signature	1/28/21	1/26/22
TA-CR-16-043-FI-Final-21	Financial Report	TA-CR-16-043	Draft Pending Signature	1/28/21	1/26/22
NB1872170000C002-FI-SA1-21	Financial Report	NB1872170000C001	Draft Pending Signature	10/30/21	11/10/21
AF17ACXXXXXXG008-FI-Q3-21	Financial Report	AF17ACXXXXXXG008	Draft	10/30/21	11/5/21



## Reassigning Work Items in ezFedGrants Quick Reference

### See Also

#### Job Aids

- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- Reassigning Work Items in ezFedGrants Quick Reference
- Working with Multiple Organizations in ezFedGrants Quick Reference

#### ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

#### Need Help?

Contact the ezFedGrants Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov).

### Version Control

Name	Date	Changes Made
Kandice Whitaker	Apr. 2022	Initial document created