

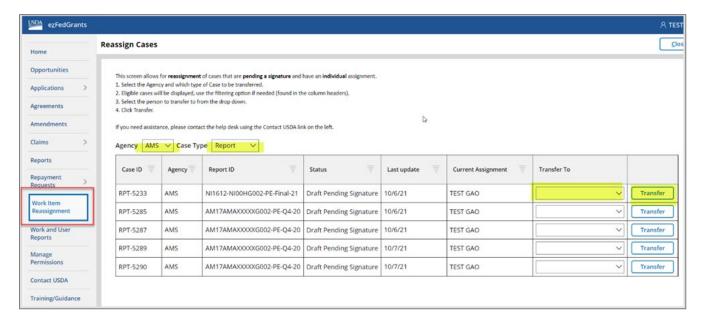
Reassigning Work Items in ezFedGrants Quick Reference



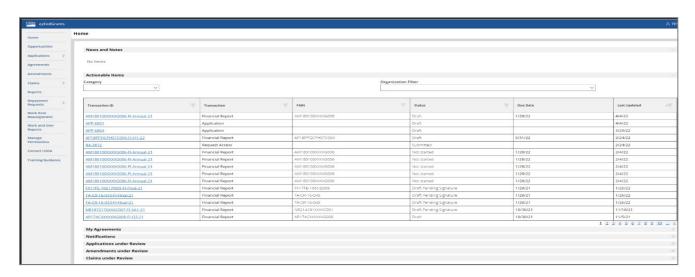
Before You Begin

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 <u>ezFedGrants</u>. 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.



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





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.

Version Control

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