

Reassign work

The screenshot shows the 'Duty Manager Early Help Youth' interface. The 'Current Work' section is expanded, showing a table with the following data:

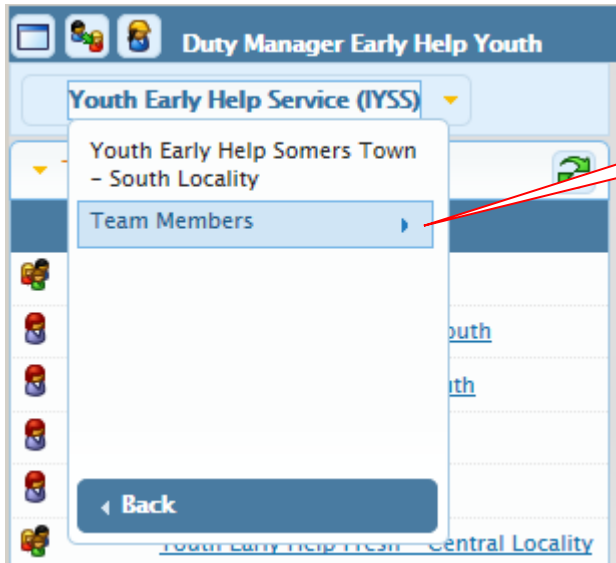
Type	Title	Subject (ID)
Folder	Incoming Requests	
Person	Pass to allocated EH worker: Notification received by MASH on allocated EH case	Michael Jordan Carolan-Tighe (2028342)
Folder	Incomplete Work	

A red callout box points to the team workflow icon (a group of people) in the top left corner of the interface, with the text: "Click on team workflow".

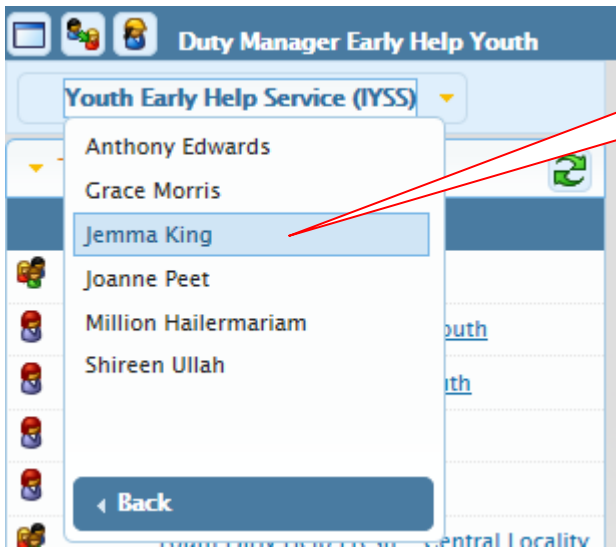
The screenshot shows the 'Duty Manager Early Help Youth' interface with a dropdown menu open for 'Youth Early Help Service (IYSS)'. The menu items are:

- Work for Youth Early Help Service (IYSS)
- Team Members
- Youth Early Help Fresh - Central Locality
- Youth Early Help Kilburn - North Locality
- Youth Early Help Somers Town - South Locality

A red callout box points to the 'Youth Early Help Somers Town - South Locality' item, with the text: "Click on the locality".



Click on Team members



Click on the worker

Duty Manager Early Help Youth

Jemma King

Allocations (13)

Current Work

Type	Title	Subject (ID)
Folder	Incoming Work	
Document	Early Help Family Assessment	George Ronald Gay (2027646)
		Gracie Gay (2027648)

Start Work

Assign Work

Cancel Work

Click on the action menu and select Assign work

Assign Work: George Ronald Gay – Early Help Family Assessment

Fields At least one field is required

Worker# -- Please Select -- Show workers in sub-teams

Pass to Worker# Brenda Bell

Pass to Team#

Scheduled Start Date* 16/06/2017

Time* 12:14

Note

Find the worker you want to assign the work to

Click Ok

Update worker relationships

George Ronald Gay : Person Summary

- Person Details >
- Start >
- Case Notes
- Documents
- File Location

- Basic Details
- Addresses
- Telephone Numbers
- e-mail Address
- Classes
- Other Names
- Date of Death
- GP
- Organisation Relationships
- Personal Relationships
- Worker Relationships**
- References

Person Details then
Worker relationships

Click on the pencil
next to the workers
name

Worker Relationships	From Date	To Date	
Hospital Social Worker : Eleanor Wilson		31/03/2017	
Family Services Worker : Lauren Small	08/06/2015	15/04/2016	
Substance Misuse Support Worker : Alice Lee	020 7974 1576	27/07/2015	10/02/2016
YEH - Case Manager : Jemma King	020 7974 1102	09/06/2017	
Mediation Worker : Ricky Joshua	02079746881	22/09/2016	
School Nurse : Sivalakshmy Vijayathas	020 3317 2304	19/05/2016	
Family Services Parental Mental Health Worker : Soad Nasr		25/01/2016	
GP : DR Group Practice Doctor BRUNSWICK MEDICAL CENTRE		15/12/2014	

People Organisations Workers Reports Tools Help

Amend Worker Relationship – George Ronald Gay (2027646)

Fields marked with a * are required

Worker *

Relationship Type *

From Date *

To Date

End Reason

Enter To Date and End Reason

Click Save

Add a new worker relationship for the worker who is taking over the case, like you usually do to allocate