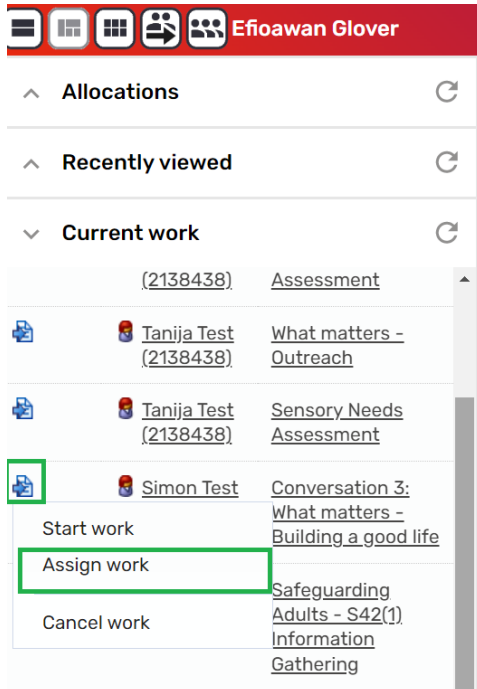


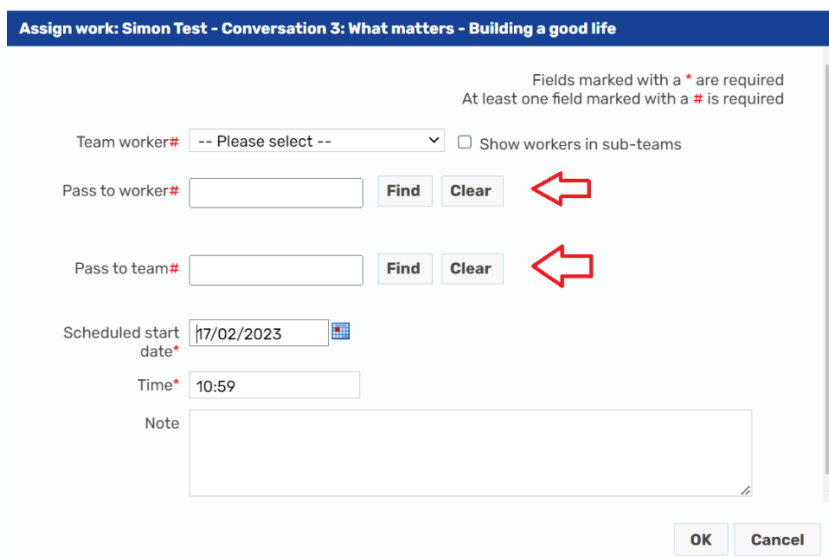
Assigning Workflow

To assign a workflow step to another worker or team, you will need to use the 'Assign Work' function.

1. If the workflow is in your folder and you want to assign to another worker, click on the icon on the left and select **Assign Work**.



2. The Assign work box below will appear, and you select 'Find' for *Pass to worker* or to *Pass to team*:



The screenshot shows the 'Assign work' dialog box for 'Simon Test - Conversation 3: What matters - Building a good life'. It contains the following fields and controls:

- Team worker# Show workers in sub-teams
- Pass to worker# (Red arrow points to 'Find')
- Pass to team# (Red arrow points to 'Find')
- Scheduled start date*
- Time*
- Note
- OK Cancel

Fields marked with a * are required. At least one field marked with a # is required.

3. Search for the worker or team, select it, and then click 'OK'.

The workflow has now been assigned to the worker or team.

The 'Assign Work' option is also available on the person summary page of the client.

Person summary - Ms Tanija Test (2138438) born 19 Dec 1974 (48 years old)

<ul style="list-style-type: none"> Documents Health > Legal status Registrations Alerts history File location 	<p>Main address</p> <p>1 TEST SQUARE LONDON AA1 1AA (View map) Authority: Camden Ward: Holborn and Covent Garden Cluster team(s): No teams serve this address</p>	<p>Current work Workflow map History</p> <p> What matters - Support Plan Updates/Review Assigned to: Virtual Admin ASC Neighbourhoods</p> <p> Adult Family Group Conference Referral Management Assigned to: Virtual Worker Adults FGC Service</p> <p> Sensory Needs Assessment Assigned to: Etoawan Glover</p> <p>Start work</p> <p>Assign work Outreach Assigned to: Etoawan Glover</p>
	<p>Basic details Change</p>	
	<p>Context Adult</p>	
	<p>Date of birth Born 19 Dec 1974 (48 years old)</p>	
<p>Gender Female</p>		

Please note if a workflow has already been started/incomplete, it cannot be reassigned back to a team folder. The incomplete work can only be reassigned to another worker or virtual worker folder.