



WA423 HOW TO RELEASE OR REASSIGN A TASK WHEN THE TASK IS ASSIGNED TO YOU

If you have a task assigned to your Worker ID (that you did not Claim – meaning it still has a Status of 'New' on the **Task Inventory** page) and you need to release the task because it was assigned to you in error, complete the following:

- STEP 1 Navigate to the **Task Inventory** page and search for all tasks assigned to you.
- STEP 2 Check the check box to the left of the task and click the **Reassign** button.
- STEP 3 In the Worker block, click on/highlight the name of the task.
- STEP 4 Click the **Select** button in the Worker block.
- STEP 5 The **Select Worker** page appears. Click the **Cancel** button. (The task has just been released from you.)

If you now need to reassign the task to a different office location/queue, select them now and click the **Save and Continue** button when you are finished.

Document Change Log

Date	Version	Author	Change Description
07/16/2015	2.7	J. King	Initial draft completed

*Update version/date in document footer.