

**NAV210\_Workflow Reassignment – Workflow System Administrators****Workflow Reassignment Overview**

In Cardinal, all transactions for Purchase Orders, Vouchers, Journals, and Expenses route for approval via workflow, based on business rules. Sometimes these items may need to be moved from one approver to another by the Workflow System Administrator.

There are three scenarios when items need to be moved:

- Approver is out unexpectedly and items need to be moved to another approver
- Approver plans to be out for an extended period of time and items need to be routed during this time
- In rare cases, if no approver is found that meets the business rules for the transaction, they route for reassignment

In cases where items need to be moved, Cardinal provides a **Workflow Reassignment** page.

Workflow System Administrators use this page to move transactions as needed. Transactions can be moved to any alternate user that is assigned to the Business Unit of the transaction and who has approval role(s) for the transaction. All or any selected transactions can be moved at one time.

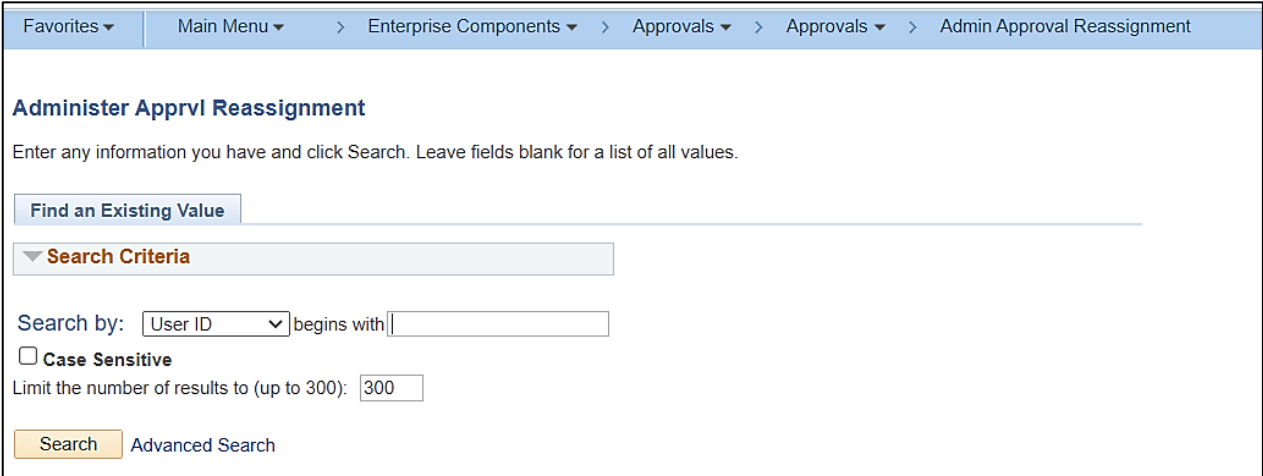
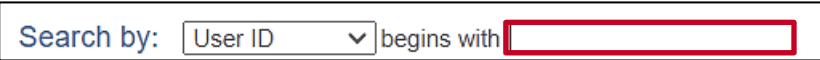

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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## NAV210\_Workflow Reassignment – Workflow System Administrators

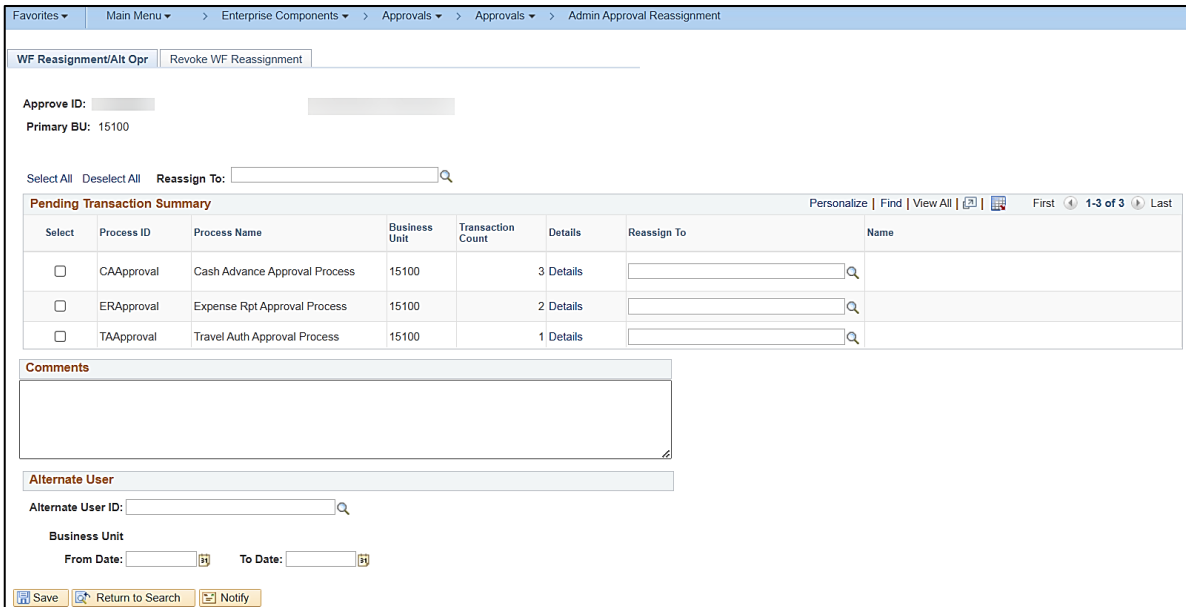
### Reassigning Transactions

| Step                                                                                                                                                       | Action                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                                                         | Navigate to the <b>Administer Apprvl Reassignment</b> page using the following path:<br><b>Main Menu &gt; Enterprise Components &gt; Approvals &gt; Approvals &gt; Admin Approval Reassignment</b> |
| <p>The <b>Administer Apprvl Reassignment Search</b> page displays.</p>  |                                                                                                                                                                                                    |
| 2.                                                                                                                                                         | Enter the User ID for the Approver who has items that need to be moved in the <b>Search by</b> field.          |
| 3.                                                                                                                                                         | Click the <b>Search</b> button.                                                                                 |

## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step | Action |
|------|--------|
|------|--------|

The **WF Reassignment/Alt Opr** and **Revoke WF Reassignment** tabs display.



Approve ID:   
 Primary BU: 15100  
 Select All Deselect All Reassign To:

| Select                   | Process ID   | Process Name                  | Business Unit | Transaction Count | Details   | Reassign To          | Name |
|--------------------------|--------------|-------------------------------|---------------|-------------------|-----------|----------------------|------|
| <input type="checkbox"/> | CAApproval   | Cash Advance Approval Process | 15100         |                   | 3 Details | <input type="text"/> |      |
| <input type="checkbox"/> | ERApproval   | Expense Rpt Approval Process  | 15100         |                   | 2 Details | <input type="text"/> |      |
| <input type="checkbox"/> | TAApapproval | Travel Auth Approval Process  | 15100         |                   | 1 Details | <input type="text"/> |      |

Comments:   
 Alternate User:   
 Alternate User ID:   
 Business Unit:   
 From Date:  To Date:   
 Save Return to Search Notify



This page has a section to enter an Alternate User (Approver) for future dated items. For this scenario, an item is being reassigned, so the **WF Reassignment/Alt Opr** tab is used. This approver has pending Expense, Cash Advance, and Travel Authorization related items on their **Worklist**.

- If all transactions need to be moved to one approver, enter or search for that approver's name in the **Reassign To** field (**Header** section). Once the name is entered, it populates in the **Reassign To** field next to each process.

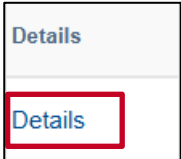
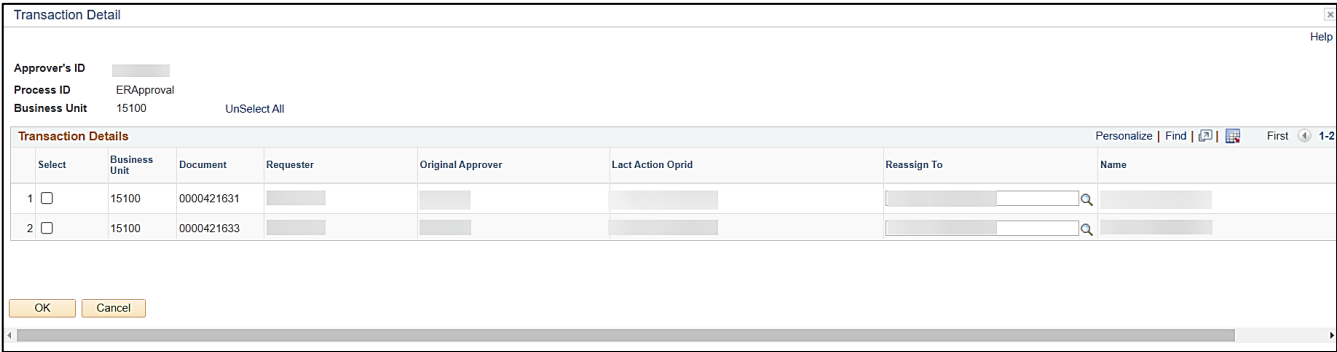




Select All Deselect All Reassign To:

- To assign items to different approvers, leave the **Reassign To** field in the **Header** blank and enter or select different names for each process in the **Reassign To** field next to that process.

| Select                   | Process ID | Process Name                  | Business Unit | Transaction Count | Details   | Reassign To          | Name |
|--------------------------|------------|-------------------------------|---------------|-------------------|-----------|----------------------|------|
| <input type="checkbox"/> | CAApproval | Cash Advance Approval Process | 15100         |                   | 3 Details | <input type="text"/> |      |

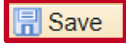
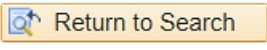
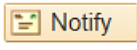
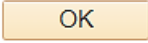

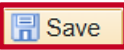
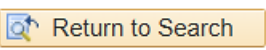
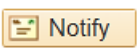

## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step                                                                                                                                                                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |               |                   |                           |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------|-------------------|---------------------------|-------------------|---------|--------------------------|------------|-------------------------------|-------|--|---------------------------|-------------------------------------|------------|------------------------------|-------|--|---------------------------|
| 6.                                                                                                                                                                                  | <p>Click the <b>Select</b> checkbox next to the Process to which changes need to be made. For this scenario, Expense Reports is selected. There are two Expense Reports on this worklist.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Process ID</th> <th>Process Name</th> <th>Business Unit</th> <th>Transaction Count</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CAApproval</td> <td>Cash Advance Approval Process</td> <td>15100</td> <td></td> <td>3 <a href="#">Details</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ERApproval</td> <td>Expense Rpt Approval Process</td> <td>15100</td> <td></td> <td>2 <a href="#">Details</a></td> </tr> </tbody> </table> | Select                        | Process ID    | Process Name      | Business Unit             | Transaction Count | Details | <input type="checkbox"/> | CAApproval | Cash Advance Approval Process | 15100 |  | 3 <a href="#">Details</a> | <input checked="" type="checkbox"/> | ERApproval | Expense Rpt Approval Process | 15100 |  | 2 <a href="#">Details</a> |
| Select                                                                                                                                                                              | Process ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Process Name                  | Business Unit | Transaction Count | Details                   |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
| <input type="checkbox"/>                                                                                                                                                            | CAApproval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cash Advance Approval Process | 15100         |                   | 3 <a href="#">Details</a> |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
| <input checked="" type="checkbox"/>                                                                                                                                                 | ERApproval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Expense Rpt Approval Process  | 15100         |                   | 2 <a href="#">Details</a> |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
| 7.                                                                                                                                                                                  | <p>Click the <b>Details</b> link for the selected process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |               |                   |                           |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
| <p>The <b>Transaction Detail</b> page displays in a pop-up window for the selected process.</p>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |               |                   |                           |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
|                                                                                                  | <p>All transactions have been automatically populated with the approver's name entered on the <b>WF Reassignment/Alt Opr</b> tab.</p> <p>If all transactions need to be moved, proceed to step 10.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |               |                   |                           |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |
| 8.                                                                                                                                                                                  | <p>If the user wants to select specific transactions to be moved, click the <b>UnSelect All</b> link to uncheck all transactions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |               |                   |                           |                   |         |                          |            |                               |       |  |                           |                                     |            |                              |       |  |                           |

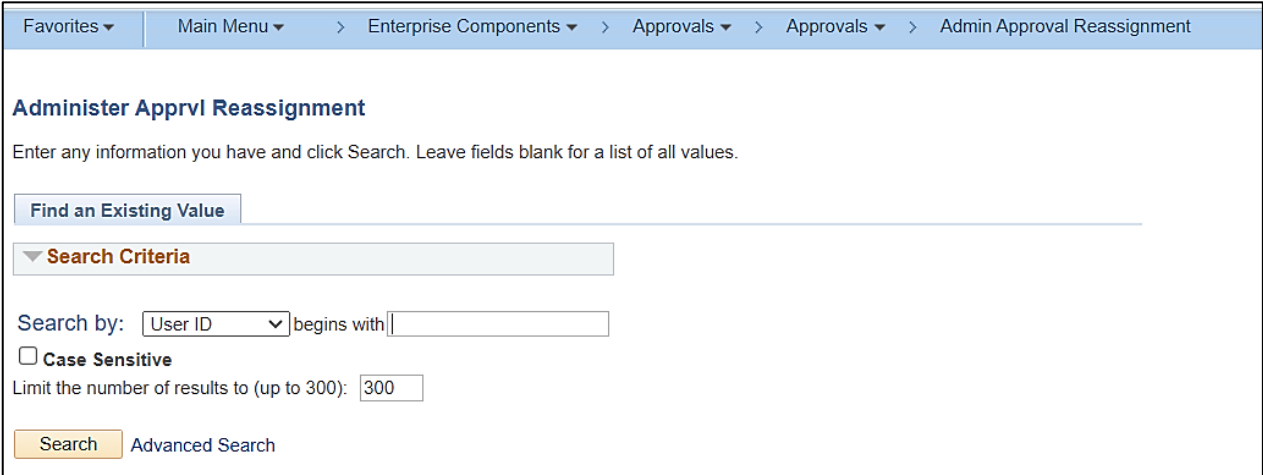
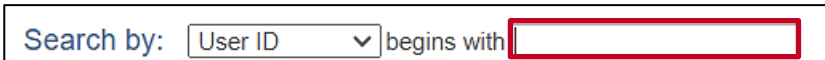

**NAV210\_Workflow Reassignment – Workflow System Administrators**

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------|----------------------------|---------------|-------------------|---------|-------------|------|--------------------------|------------|-------------------------------|-------|---|---------|-----|-----|--------------------------|------------|------------------------------|-------|---|---------|-----|-----|--------------------------|--------------|------------------------------|-------|---|---------|-----|-----|
| 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Select the transactions that need to be reassigned by clicking the corresponding <b>Select</b> checkbox option(s).</p> <div data-bbox="256 453 565 630" style="border: 1px solid black; padding: 5px;"> <p><b>Transaction Details</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Business Unit</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/></td> <td>15100</td> </tr> </tbody> </table> </div> | Select                        | Business Unit | 1 <input type="checkbox"/> | 15100         |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Business Unit                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| 1 <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15100                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Click the <b>OK</b> button to reassign the selected transaction.</p> <div data-bbox="256 718 587 802" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>                                                                                                                                                                                    |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| <p>The <b>WF Reassignment/Alt Opr</b> tab redisplay.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| <div data-bbox="185 890 1451 1533" style="border: 1px solid black; padding: 5px;"> <p>Navigation: Favorites &gt; Main Menu &gt; Enterprise Components &gt; Approvals &gt; Approvals &gt; Admin Approval Reassignment</p> <p>WF Reassignment/Alt Opr   Revoke WF Reassignment</p> <p>Approve ID: [ ] [ ]</p> <p>Primary BU: 15100</p> <p>Select All Deselect All Reassign To: [ ]</p> <p><b>Pending Transaction Summary</b> Personalize   Find   View All   First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Process ID</th> <th>Process Name</th> <th>Business Unit</th> <th>Transaction Count</th> <th>Details</th> <th>Reassign To</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>CAApproval</td> <td>Cash Advance Approval Process</td> <td>15100</td> <td>3</td> <td>Details</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td><input type="checkbox"/></td> <td>ERApproval</td> <td>Expense Rpt Approval Process</td> <td>15100</td> <td>2</td> <td>Details</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TAApapproval</td> <td>Travel Auth Approval Process</td> <td>15100</td> <td>1</td> <td>Details</td> <td>[ ]</td> <td>[ ]</td> </tr> </tbody> </table> <p><b>Comments</b></p> <p>[ ]</p> <p><b>Alternate User</b></p> <p>Alternate User ID: [ ]</p> <p>Business Unit</p> <p>From Date: [ ] To Date: [ ]</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                   | Select                        | Process ID    | Process Name               | Business Unit | Transaction Count | Details | Reassign To | Name | <input type="checkbox"/> | CAApproval | Cash Advance Approval Process | 15100 | 3 | Details | [ ] | [ ] | <input type="checkbox"/> | ERApproval | Expense Rpt Approval Process | 15100 | 2 | Details | [ ] | [ ] | <input type="checkbox"/> | TAApapproval | Travel Auth Approval Process | 15100 | 1 | Details | [ ] | [ ] |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Process ID                                                                                                                                                                                                                                                                                                                                                                                                                        | Process Name                  | Business Unit | Transaction Count          | Details       | Reassign To       | Name    |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | CAApproval                                                                                                                                                                                                                                                                                                                                                                                                                        | Cash Advance Approval Process | 15100         | 3                          | Details       | [ ]               | [ ]     |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ERApproval                                                                                                                                                                                                                                                                                                                                                                                                                        | Expense Rpt Approval Process  | 15100         | 2                          | Details       | [ ]               | [ ]     |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | TAApapproval                                                                                                                                                                                                                                                                                                                                                                                                                      | Travel Auth Approval Process  | 15100         | 1                          | Details       | [ ]               | [ ]     |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |
| 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Enter any applicable notes in the <b>Comments</b> section of the page. Comments are required. Generally, this is copied from the email request received to move the transaction(s).</p> <div data-bbox="266 1656 1315 1843" style="border: 1px solid black; padding: 5px;"> <p><b>Comments</b></p> <p>[ ]</p> </div>                                                                                                           |                               |               |                            |               |                   |         |             |      |                          |            |                               |       |   |         |     |     |                          |            |                              |       |   |         |     |     |                          |              |                              |       |   |         |     |     |

**NAV210\_Workflow Reassignment – Workflow System Administrators**

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Click the <b>Save</b> button. <div data-bbox="266 422 831 493" style="border: 1px solid black; padding: 5px; margin-top: 10px;">    </div>               |
| If a comment is not entered, an error message will display. <div data-bbox="402 583 1230 831" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="color: blue; margin: 0;">Message</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="margin: 0;">Comment is required when reassigning a pending transaction (25013,1)</p> <div style="text-align: center; margin-top: 10px;">  </div> </div> |                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Click the <b>OK</b> button. <div data-bbox="259 919 454 1003" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>                                                                                                                                                                                    |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Enter the required comment in the <b>Comments</b> section. <div data-bbox="259 1087 1230 1264" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>Comments</b></p> <div style="border: 2px solid red; height: 60px; width: 100%;"></div> </div>                                                                                                                     |
| 16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Click the <b>Save</b> button again. <div data-bbox="259 1350 824 1423" style="border: 1px solid black; padding: 5px; margin-top: 10px;">    </div> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                     | The transaction has been successfully reassigned to the defined approver.                                                                                                                                                                                                                                                                                                                                   |

**NAV210\_Workflow Reassignment – Workflow System Administrators**
**Revoking Assigned Transactions**

| Step                                                                                                                                                       | Action                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                                                         | Navigate to the <b>Administer Apprvl Reassignment</b> page using the following path:<br><b>Main Menu &gt; Enterprise Components &gt; Approvals &gt; Approvals &gt; Admin Approval Reassignment</b>                 |
| <p>The <b>Administer Apprvl Reassignment Search</b> page displays.</p>  |                                                                                                                                                                                                                    |
| 2.                                                                                                                                                         | Enter the User ID for the Approver who has items that were moved and need to be revoked in the <b>Search by</b> field.<br><br> |
| 3.                                                                                                                                                         | Click the <b>Search</b> button.<br><br>                                                                                         |



## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step | Action |
|------|--------|
|------|--------|

The **WF Reassignment/Alt Opr** and **Revoke WF Reassignment** tabs display.

Favorites ▾ Main Menu ▾ > Enterprise Components ▾ > Approvals ▾ > Approvals ▾ > Admin Approval Reassignment  
 WF Reassignment/Alt Opr | Revoke WF Reassignment

Approve ID:   
 Primary BU: 15100

Select All Deselect All Reassign To:

| Pending Transaction Summary |              |                               |               |                   |           |                      | Personalize   Find   View All   [2] [3] [4] | First 1-3 of 3 Last |
|-----------------------------|--------------|-------------------------------|---------------|-------------------|-----------|----------------------|---------------------------------------------|---------------------|
| Select                      | Process ID   | Process Name                  | Business Unit | Transaction Count | Details   | Reassign To          | Name                                        |                     |
| <input type="checkbox"/>    | CAApproval   | Cash Advance Approval Process | 15100         |                   | 3 Details | <input type="text"/> |                                             |                     |
| <input type="checkbox"/>    | ERApproval   | Expense Rpt Approval Process  | 15100         |                   | 2 Details | <input type="text"/> |                                             |                     |
| <input type="checkbox"/>    | TAApapproval | Travel Auth Approval Process  | 15100         |                   | 1 Details | <input type="text"/> |                                             |                     |

**Comments**

**Alternate User**  
 Alternate User ID:   
 Business Unit  
 From Date:  To Date:

4. Click the **Revoke WF Reassignment** tab.



The **Revoke WF Reassignment** tab displays.

Favorites ▾ Main Menu ▾ > Enterprise Components ▾ > Approvals ▾ > Approvals ▾ > Admin Approval Reassignment  
 WF Reassignment/Alt Opr | Revoke WF Reassignment

Approver's   
 Oper ID:   
 Primary BU: 15100

Select All Deselect All


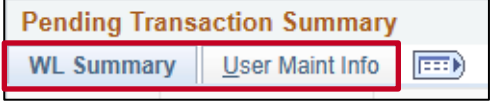

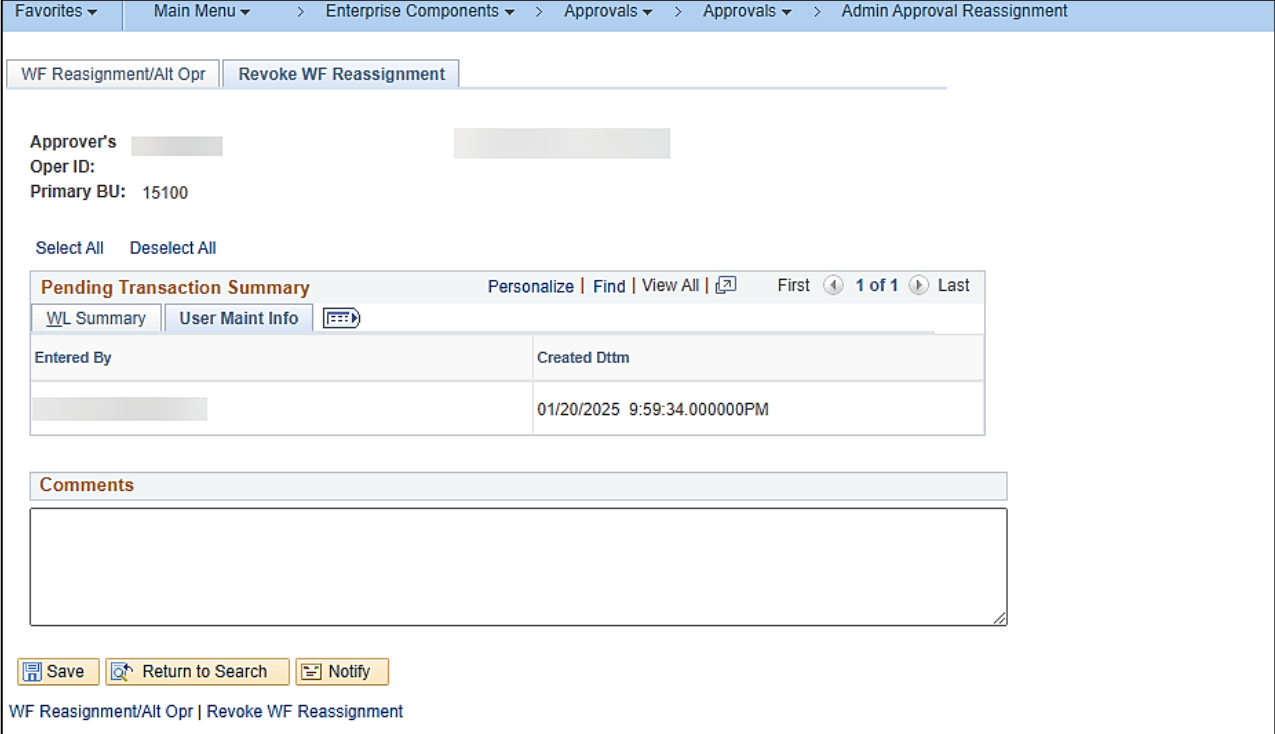

| Pending Transaction Summary |                      |                      |                      |                      |                      |                      |            |               |          | Personalize   Find   View All   [2] [3] [4] | First 1 of 1 Last |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|---------------|----------|---------------------------------------------|-------------------|
| Select                      | Orig Approver        | Name                 | Reassign From        | Name                 | Current Approver     | Name                 | Process ID | Business Unit | WL Count |                                             |                   |
| <input type="checkbox"/>    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | ERApproval | 15100         | 2        |                                             |                   |

**Comments**

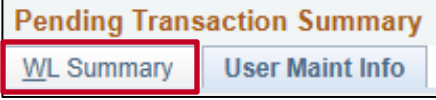
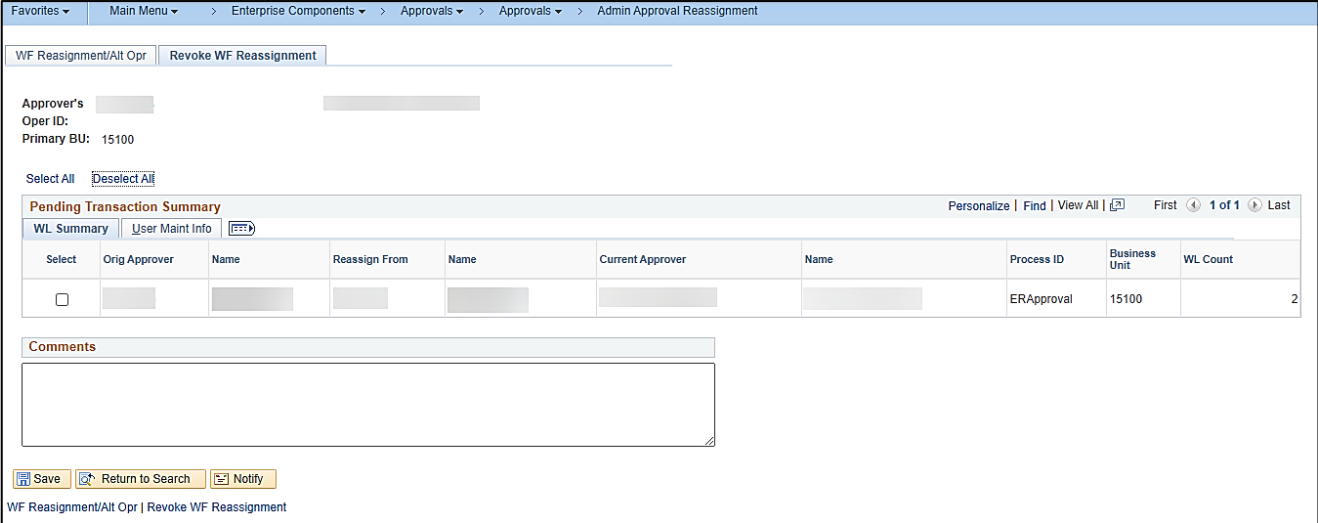
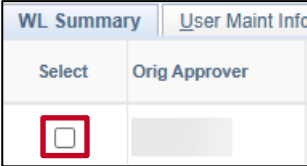

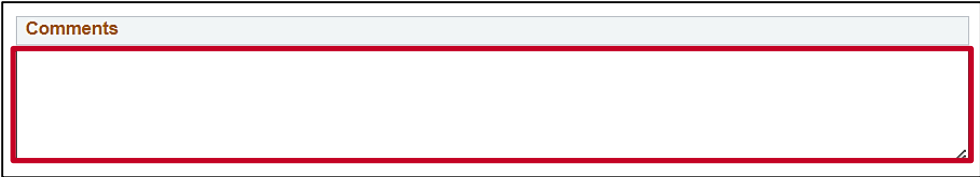
WF Reassignment/Alt Opr | Revoke WF Reassignment



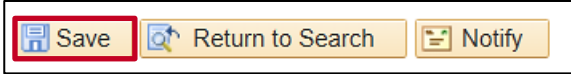
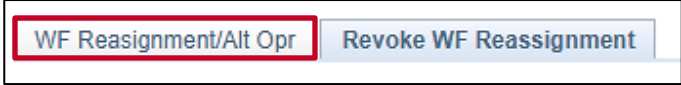
## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step                                                                                                                                 | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |      |                  |      |                  |      |            |  |  |  |  |  |  |            |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------|------------------|------|------------------|------|------------|--|--|--|--|--|--|------------|
|                                                     | <p>There are two tabs visible under the <b>Pending Transaction Summary</b> section: <b>WL Summary</b> and <b>User Maint Info</b>.</p>  <p>The default tab is the <b>WL Summary</b> tab. It displays a summary of workflow processes that have been reassigned. It shows the name of the approver from whom it was reassigned (<b>Reassign From</b> field), the current approver (<b>Current Approver</b> field) to whom the transaction(s) were reassigned, and the process that was reassigned (<b>Process ID</b> field).</p> <table border="1" data-bbox="256 709 1469 802"> <thead> <tr> <th>Orig Approver</th> <th>Name</th> <th>Reassign From</th> <th>Name</th> <th>Current Approver</th> <th>Name</th> <th>Process ID</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>ERApproval</td> </tr> </tbody> </table> | Orig Approver | Name | Reassign From    | Name | Current Approver | Name | Process ID |  |  |  |  |  |  | ERApproval |
| Orig Approver                                                                                                                        | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Reassign From | Name | Current Approver | Name | Process ID       |      |            |  |  |  |  |  |  |            |
|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |      |                  |      | ERApproval       |      |            |  |  |  |  |  |  |            |
| 5.                                                                                                                                   | <p>Click the <b>User Maint Info</b> tab.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |      |                  |      |                  |      |            |  |  |  |  |  |  |            |
| <p>The <b>User Maint Info</b> tab displays.</p>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |      |                  |      |                  |      |            |  |  |  |  |  |  |            |
|                                                   | <p>This tab allows the user to view previous transaction reassignment data. It includes the User ID of the person that entered the reassignment and the date and time it was created.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |      |                  |      |                  |      |            |  |  |  |  |  |  |            |

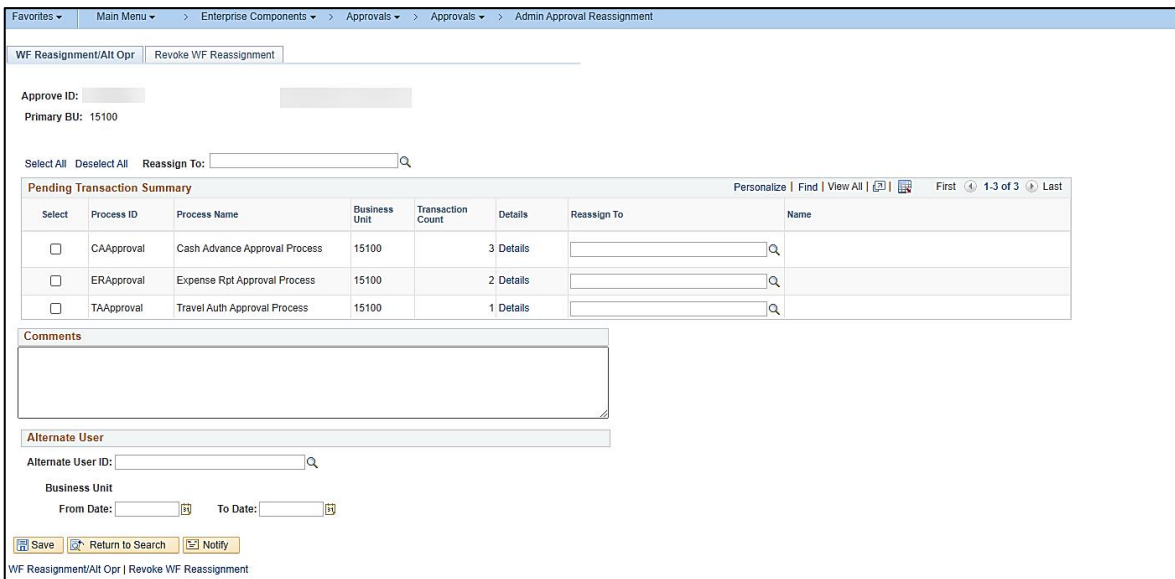
## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step                                                                                                                            | Action                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.                                                                                                                              | <p>Click the <b>WL Summary</b> tab.</p>                                                 |
| <p>The <b>WL Summary</b> tab redispays.</p>  |                                                                                                                                                                          |
| 7.                                                                                                                              | <p>Click the <b>Select</b> checkbox option for the <b>Process</b> to be revoked.</p>  |
| 8.                                                                                                                              | <p>If the user wants to revoke all processes, click the <b>Select All</b> link.</p>   |
| 9.                                                                                                                              | <p>Enter an appropriate comment in the <b>Comments</b> section.</p>                  |

## NAV210\_Workflow Reassignment – Workflow System Administrators

| Step | Action                                                                                                                                                                                 |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.  | Click the <b>Save</b> button.<br>                                                                     |
| 11.  | The selected process(es) are removed from the list. Click the <b>WF Reassignment/Alt Opr</b> tab.<br> |

The **WF Reassignment/Alt Opr** tab displays.



The screenshot shows the 'WF Reassignment/Alt Opr' tab in a web application. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'Enterprise Components', 'Approvals', and 'Admin Approval Reassignment'. Below the navigation, there are tabs for 'WF Reassignment/Alt Opr' and 'Revoke WF Reassignment'. The main area contains a form with the following elements:

- Approve ID:** [Text Input]
- Primary BU:** 15100
- Reassign To:** [Text Input]
- Pending Transaction Summary Table:**

| Select                   | Process ID   | Process Name                  | Business Unit | Transaction Count | Details   | Reassign To  | Name         |
|--------------------------|--------------|-------------------------------|---------------|-------------------|-----------|--------------|--------------|
| <input type="checkbox"/> | CAApproval   | Cash Advance Approval Process | 15100         |                   | 3 Details | [Text Input] | [Text Input] |
| <input type="checkbox"/> | ERApproval   | Expense Rpt Approval Process  | 15100         |                   | 2 Details | [Text Input] | [Text Input] |
| <input type="checkbox"/> | TAApapproval | Travel Auth Approval Process  | 15100         |                   | 1 Details | [Text Input] | [Text Input] |
- Comments:** [Text Area]
- Alternate User:** [Text Input]
- Alternate User ID:** [Text Input]
- Business Unit:** [Text Input]
- From Date:** [Date Picker] **To Date:** [Date Picker]
- Buttons:** Save, Return to Search, Notify



The transaction is successfully revoked.