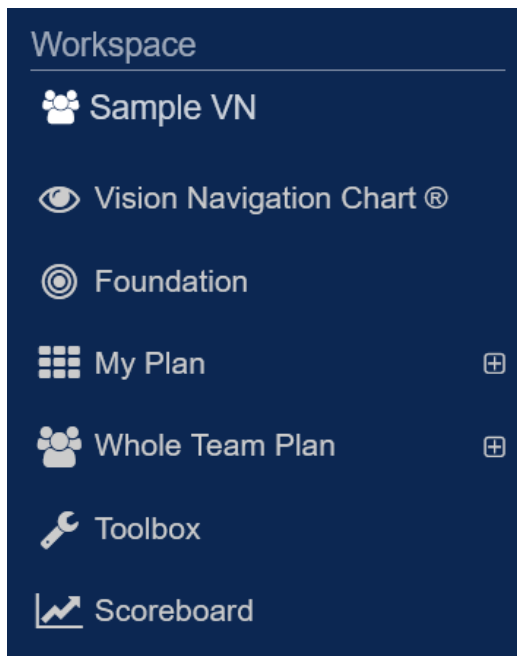
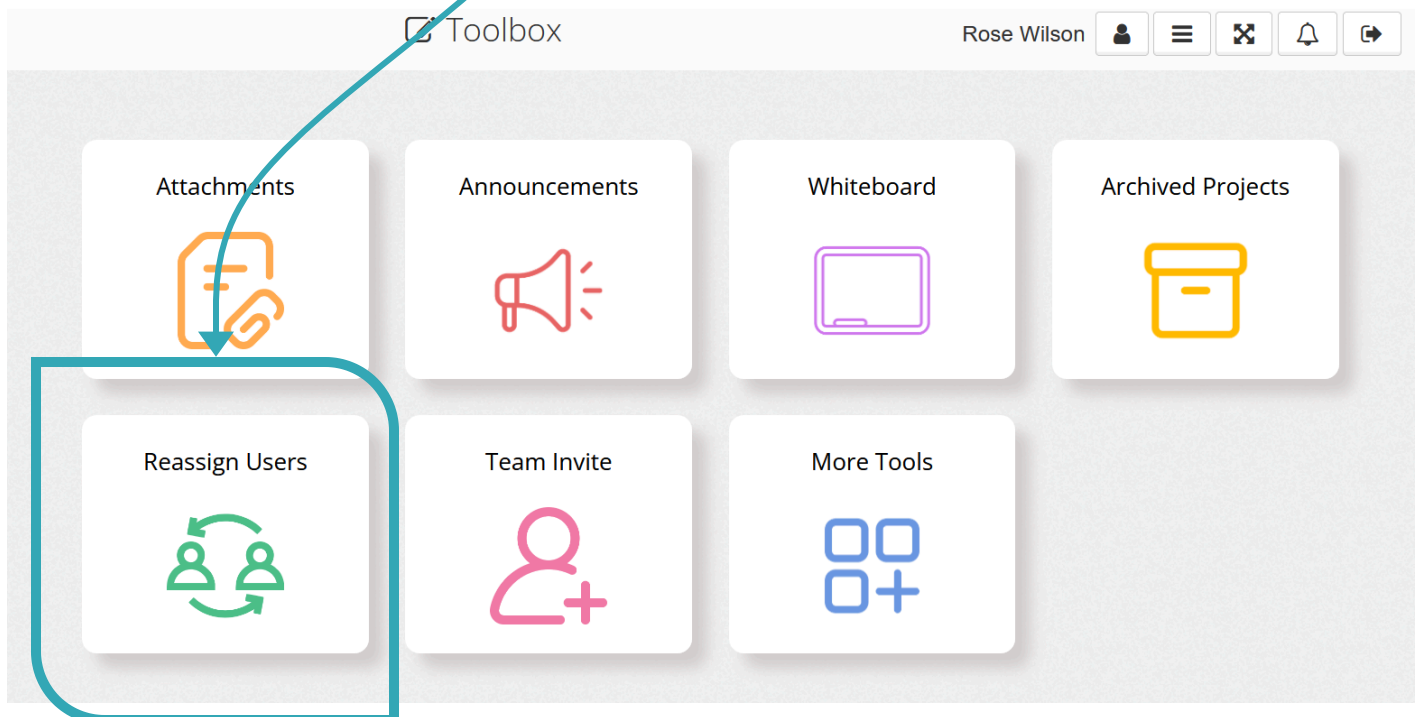


1 Accessing from Toolbox



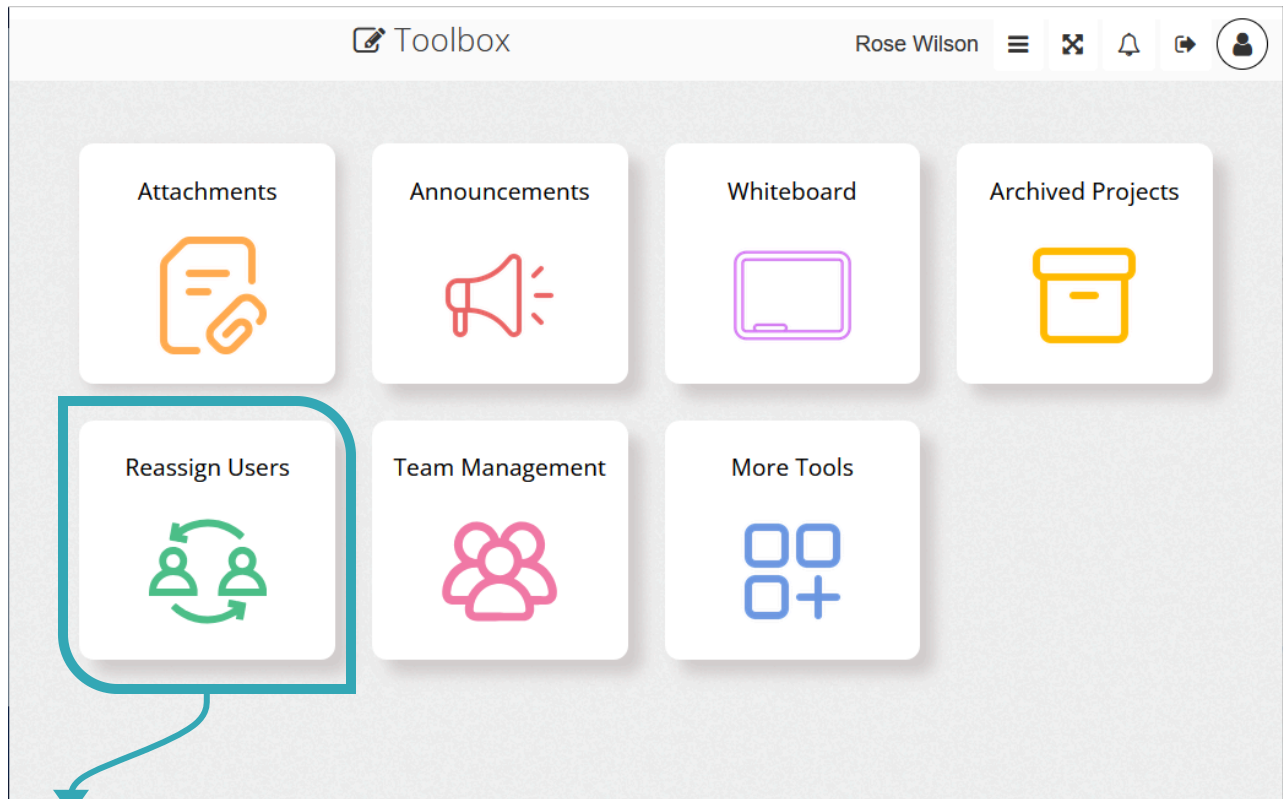
When a team member leaves or their role changes, you need to reassign their tasks to a different user.

You can access the reassign users menu from the toolbox, seen here



2

Reassigning Users



- Access the Reassign Users Menu from here

- To reassign projects from a user leaving your organization, select them in the drop down menu on the left titled 'Reassign From', and select the team member you are transferring in the drop down menu titled 'Reassign To'. Alternatively, you can choose, individual projects to transfer in the rightmost column.

Reassign From: Reassign To:

CATEGORY/PROJECT/OUTCOME/TASKS	Currently Assigned To	Reassign To
Sample Category		
- Sample Project	Rose Wilson , John Gregoire	John Gregoire ▾
- New Outcome		
- New Outcome		
- Sample Outcome	Rose Wilson	John Gregoire ▾

3

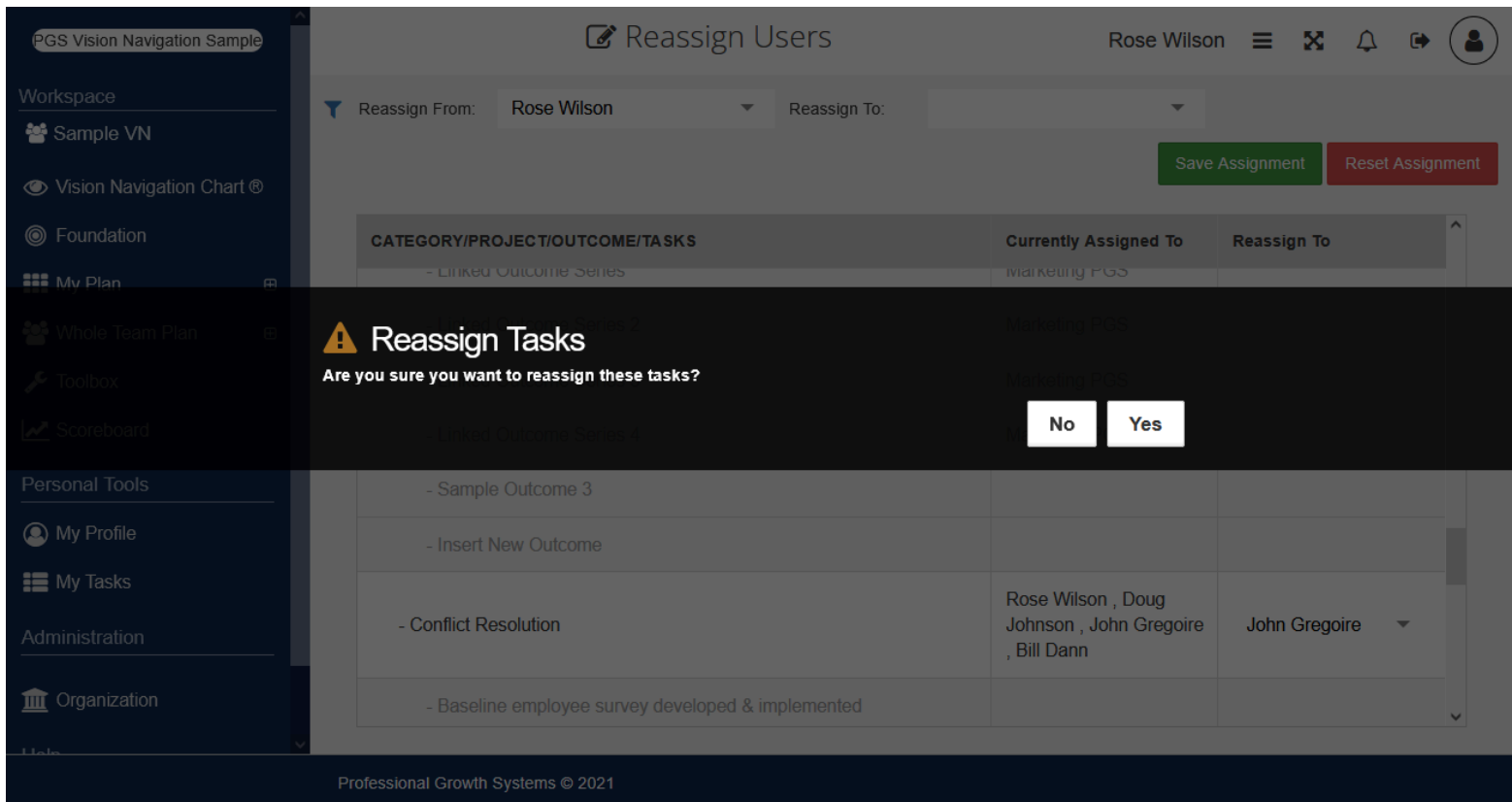
Finishing Reassignment

When finished selecting which projects to transfer between your team members, you can click save assignment to transfer projects, seen here.



Reassign From: Reassign To:

Then, Click yes on the following menu and all tasks and projects will be reassigned based on your selections.



PGS Vision Navigation Sample

Reassign Users

Reassign From: Reassign To:

CATEGORY/PROJECT/OUTCOME/TASKS	Currently Assigned To	Reassign To
- Linked Outcome Series	Marketing PGS	
- Sample Outcome 3		
- Insert New Outcome		
- Conflict Resolution	Rose Wilson , Doug Johnson , John Gregoire , Bill Dann	John Gregoire
- Baseline employee survey developed & implemented		

⚠ Reassign Tasks
Are you sure you want to reassign these tasks?

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