

CONNECTIONS Clue

Multiple Stages Can be Reassigned at the Same Time

A check box appears in the first column for each stage on My Workload; it can be used to select one or multiple stages (same type) for the purpose of re-assigning the stages to another staff person. The check box on the column header can be used to check and uncheck all the records on the workload grid.

From your workload (or a workload of one of your staff), click in the checkboxes (and only the checkboxes) for the stages you wish to re-assign.

The following rules apply:

- The role of the worker, in each stage, must be the same.
- For Investigation stages, you may only multi-assign the Primary role.
- There is a limit of 35 stages that can be re-assigned at one time.