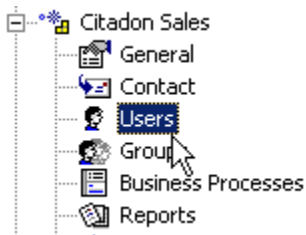


Ownership of objects and membership in groups or project workspaces in CW can be reassigned from one user to another. Reassignment is automatically invoked with a user is to be removed from a workspace or deleted from the system. Reassignment can also be invoked by an administrator.

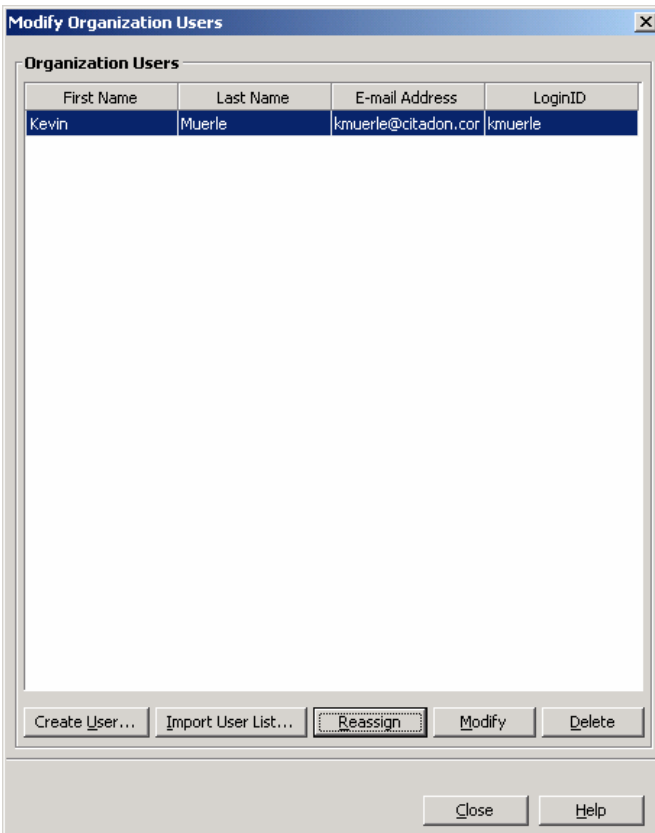
Users can be reassigned from either the Organization Administration or the Workspace Administration areas.

Reassign from the Organization

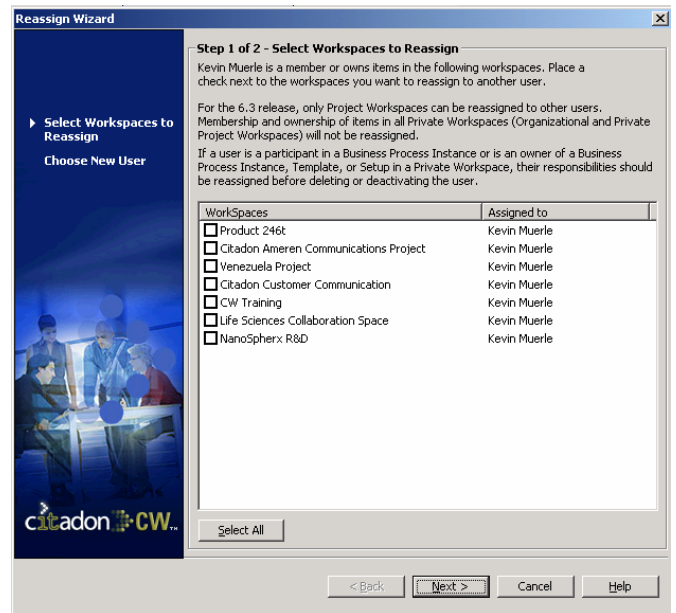
Users are reassigned from the Organization when their participation in an entire workspace(s) is to be reassigned.



1. Open the desired Organization or Organization Unit in the Organization Administration tab. Double-click on Users to open the Modify Organization Users dialog.

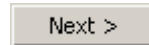


2. Select the user to be reassigned, and click **Reassign** to launch the Reassign Wizard.

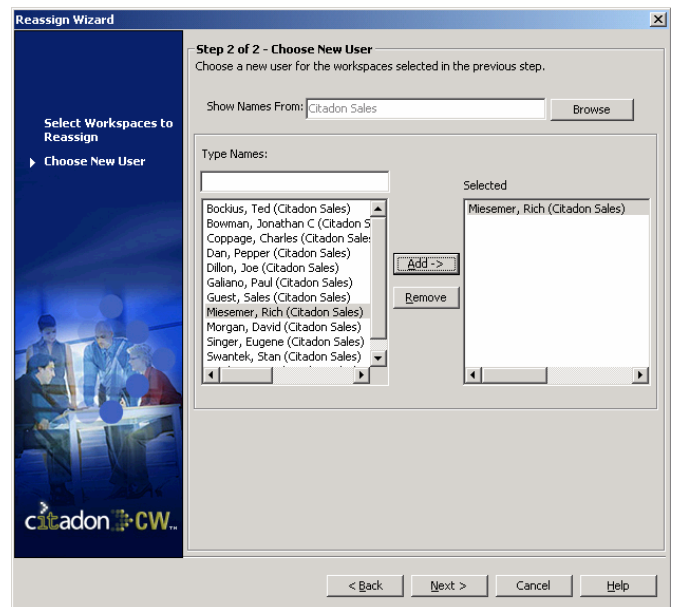
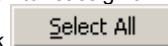


CW presents a list of all workspaces to which this user is assigned.

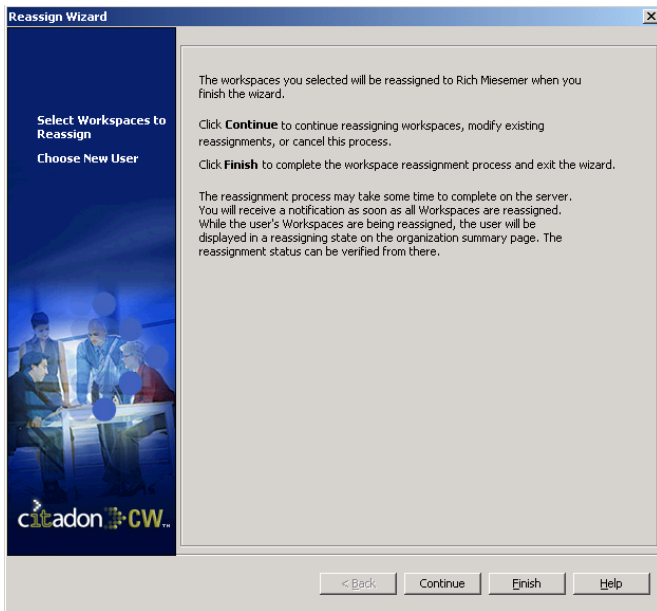
3. Select the workspace(s) to be reassigned and click



If you wish to reassign all workspaces belonging to this user, then click



4. Select the individual to which this user's workspace(s) is to be reassigned. When finished, click **Next >**



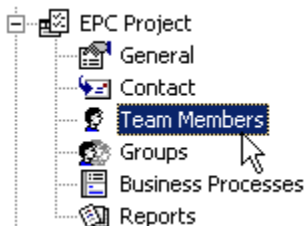
5. Click **Continue** to return to the previous screen to reassign other workspace, modify existing reassignments or cancel the process, if desired.

Note: To cancel a reassign, click **Cancel** from the Select Workspaces to Reassign Screen. The system will ask you to confirm that you wish to cancel the Reassign Wizard

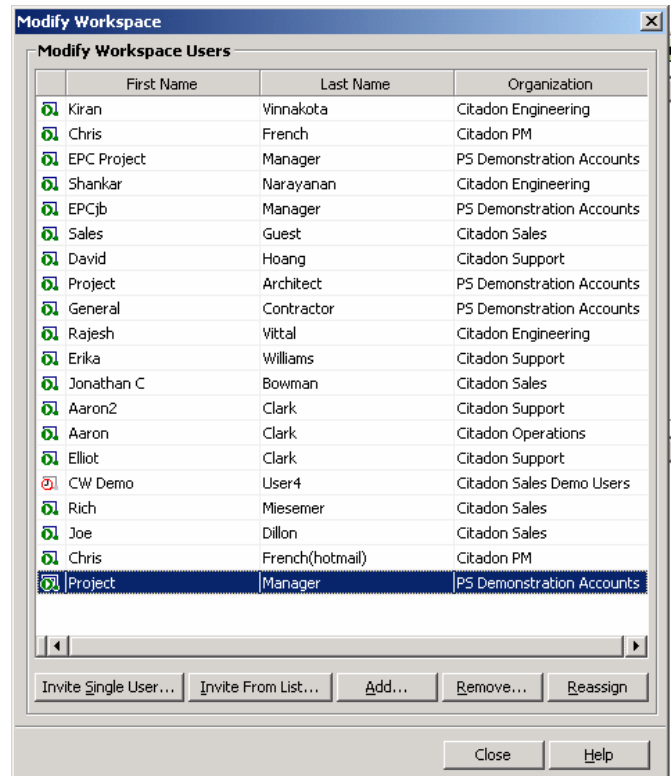
6. If satisfied, click **Finish** to start the reassign process.

Reassign from the Workspace

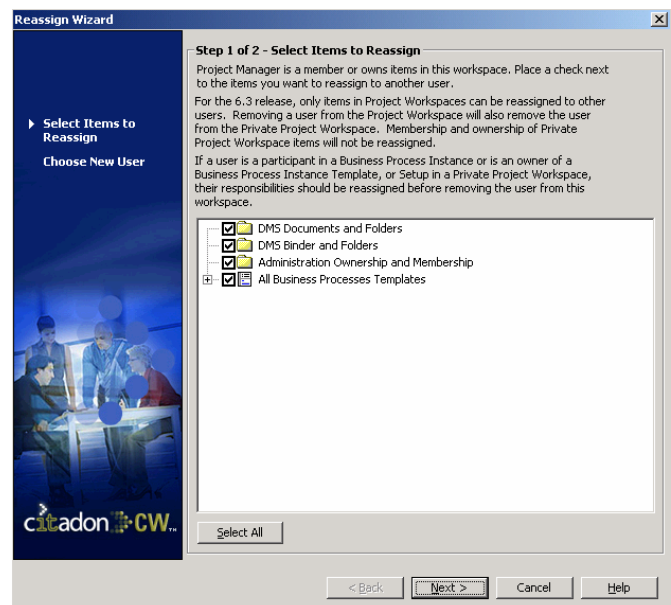
Users are reassigned from the Workspace if they are to remain in the workspace but some of their objects must be reassigned to another user.



7. Open the desired Workspace from the Workspace Administration tab. Double-click on Team members to open the Modify Workspace Users dialog.

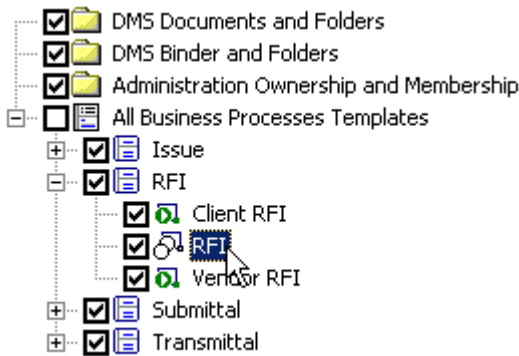


8. Select the user to be reassigned, and click **Reassign** to launch the Reassign Wizard.

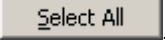



CW presents a list of the object types present in the workspace. You can select Documents, Binders, Administrative rights, and Business Process instances and ownership.

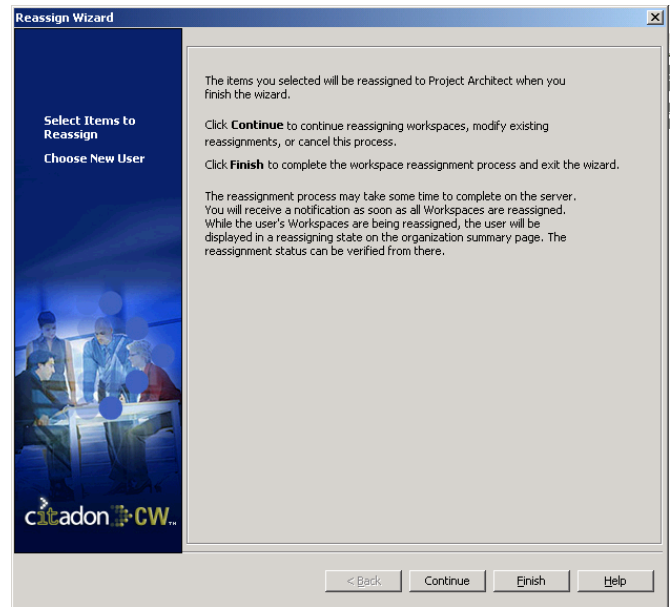
9. Select the object types to be reassigned.

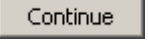


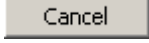
10. Select the specific business process types and setups to be reassigned, if desired.


If you wish to reassign all objects in the workspace belonging to this user, then click 

11. When finished click 



13. Click  to return to the previous screen and change the target user or cancel the process, if desired.

Note: To cancel a reassign, click  from the Select Workspaces to Reassign Screen. The system will ask you to confirm that you wish to cancel the Reassign Wizard

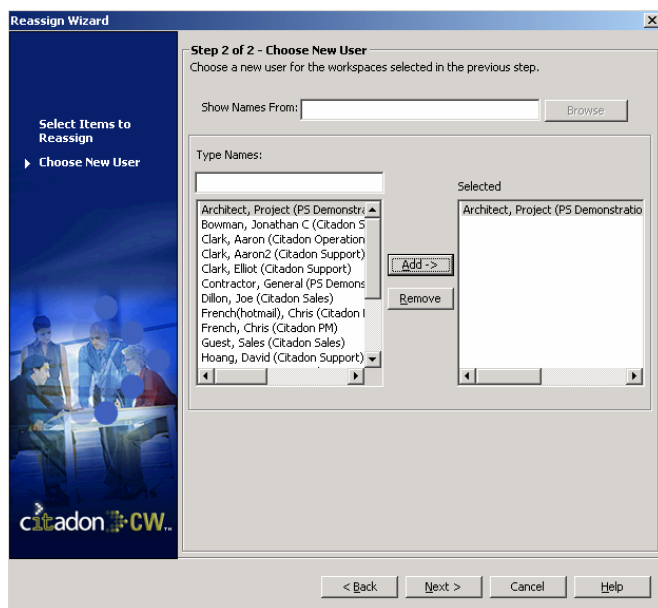
14. If satisfied, click  to start the reassign process.

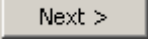
Reassign Status

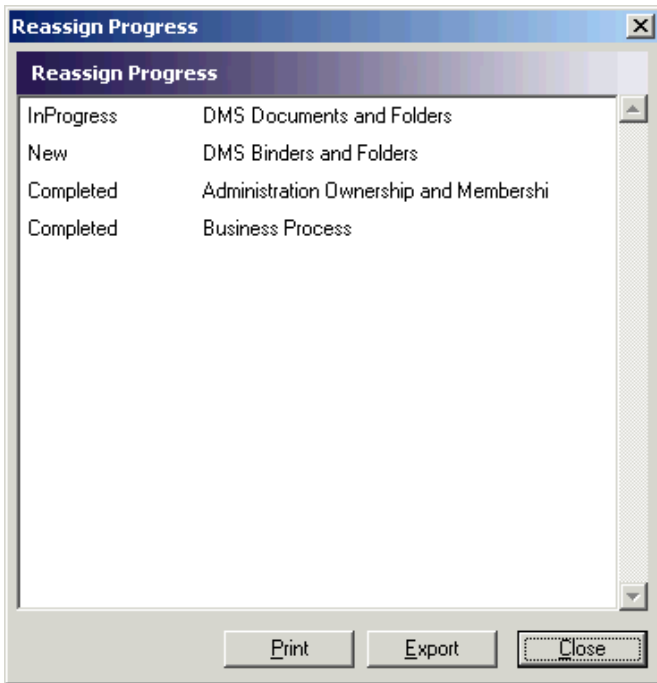
The reassign process may take several minutes depending on the number of objects or the size of the workspace being reassigned. If the user was reassigned from the Organization area, the user's ID will be locked during this period and cannot be used. If the user was reassigned from the Workspace area, they may continue to work during the reassign.



On the Organization Administration or Workspace Administration Summary screens, the status of reassignments can be viewed.



12. Select the individual to which this user's workspace object(s) are to be reassigned. When finished, click 

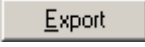


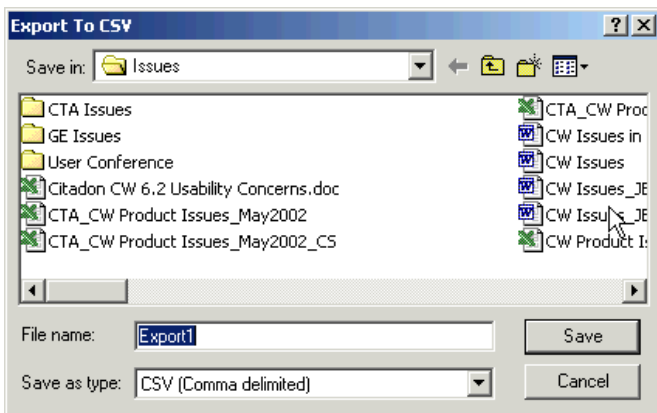
Citadon Customer Support

Citadon CW

Hours: 6am - 6pm PST
<mailto:support@citadon.com>

The status report for the user can be printed or exported to a .csv file.

To export the progress report, click 



Select the target folder for the export, and enter a name for the export file. When finished, click 