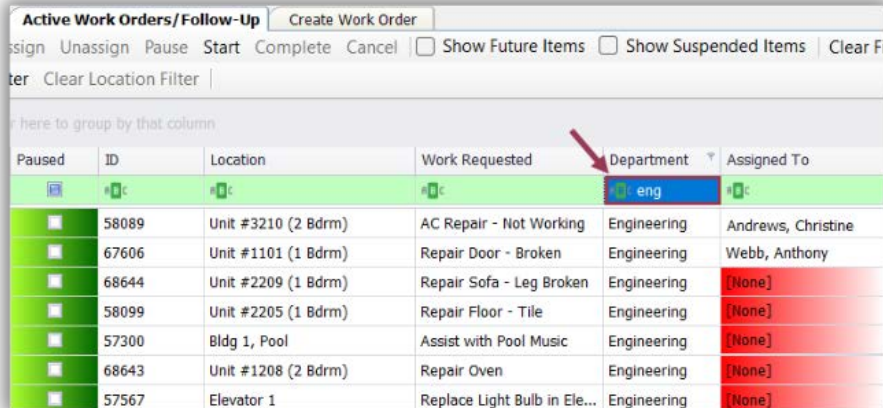
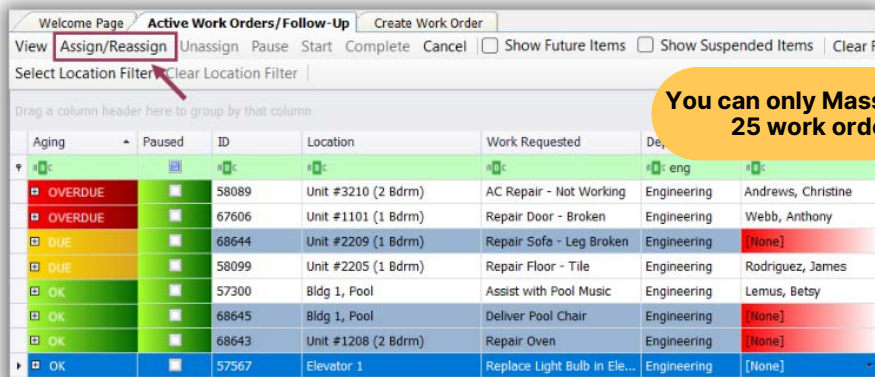


**Step 1:** From the **Active Work Order** screen, use the green filter bar to sort the work orders by department. You can only mass assign/reassign work orders of the same department.



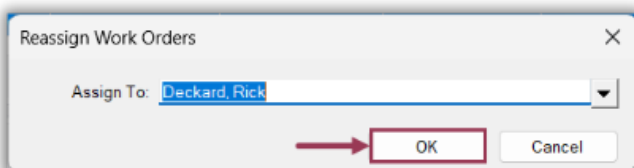
Paused	ID	Location	Work Requested	Department	Assigned To
<input type="checkbox"/>	58089	Unit #3210 (2 Bdrm)	AC Repair - Not Working	Engineering	Andrews, Christine
<input type="checkbox"/>	67606	Unit #1101 (1 Bdrm)	Repair Door - Broken	Engineering	Webb, Anthony
<input type="checkbox"/>	68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	[None]
<input type="checkbox"/>	58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	[None]
<input type="checkbox"/>	57300	Bldg 1, Pool	Assist with Pool Music	Engineering	[None]
<input type="checkbox"/>	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	[None]
<input type="checkbox"/>	57567	Elevator 1	Replace Light Bulb in Ele...	Engineering	[None]

**Step 2:** Select the work orders you want to assign by clicking and dragging your mouse to highlight the work orders or by holding down the Control key while using your mouse to select the work orders. Once selected, click the **Assign/Reassign** button.



Aging	Paused	ID	Location	Work Requested	Department	Assigned To
OVERDUE	<input type="checkbox"/>	58089	Unit #3210 (2 Bdrm)	AC Repair - Not Working	Engineering	Andrews, Christine
OVERDUE	<input type="checkbox"/>	67606	Unit #1101 (1 Bdrm)	Repair Door - Broken	Engineering	Webb, Anthony
DUE	<input type="checkbox"/>	68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	[None]
DUE	<input type="checkbox"/>	58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	Rodriguez, James
OK	<input type="checkbox"/>	57300	Bldg 1, Pool	Assist with Pool Music	Engineering	Lemus, Betsy
OK	<input type="checkbox"/>	68645	Bldg 1, Pool	Deliver Pool Chair	Engineering	[None]
OK	<input type="checkbox"/>	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	[None]
OK	<input type="checkbox"/>	57567	Elevator 1	Replace Light Bulb in Ele...	Engineering	[None]

**Step 3:** The **Reassign Work Orders** box will only include team members **On-Shift-Ready** for the Department responsible for completing the work. Select an Assignee from the drop-down and click **OK**.

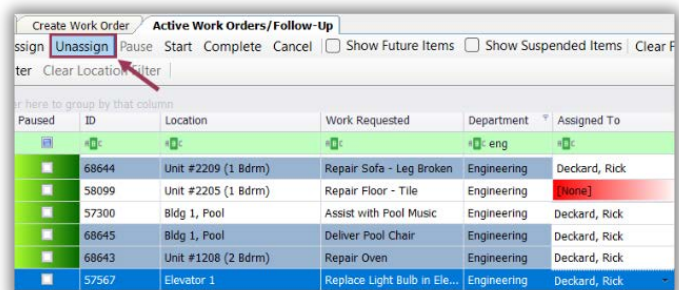


Reassign Work Orders

Assign To: Deckard, Rick

**OK** Cancel

**Step 4:** To Mass **Unassign** work orders, repeat the process in Step 2 and select the **Unassign** button.



Paused	ID	Location	Work Requested	Department	Assigned To
<input type="checkbox"/>	68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	Deckard, Rick
<input type="checkbox"/>	58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	[None]
<input type="checkbox"/>	57300	Bldg 1, Pool	Assist with Pool Music	Engineering	Deckard, Rick
<input type="checkbox"/>	68645	Bldg 1, Pool	Deliver Pool Chair	Engineering	Deckard, Rick
<input type="checkbox"/>	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	Deckard, Rick
<input type="checkbox"/>	57567	Elevator 1	Replace Light Bulb in Ele...	Engineering	Deckard, Rick