
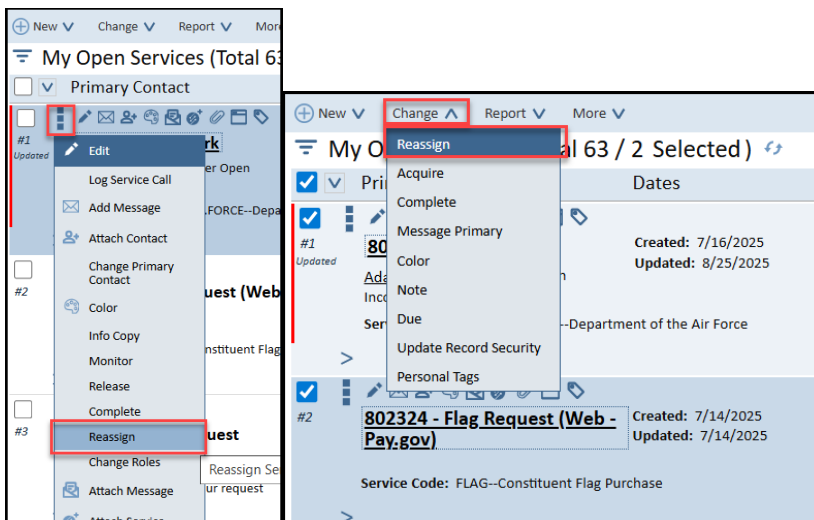


Assigning and/or Reassigning a Service Record

Market: House, Senate

Description: These instructions teach users how to reassign an existing service record to another user or group of users. in IQ.

1. Navigate to **Services** → **My Open Services** view
2. The results display all active services assigned to you. Select the service record and select either the check boxes next to each Service you'd like to Reassign or  next to the individual service you'd like to Reassign in the list view.
3. Select **Reassign**.



4. Complete the information in the **Reassign Service** window and click **Save**.