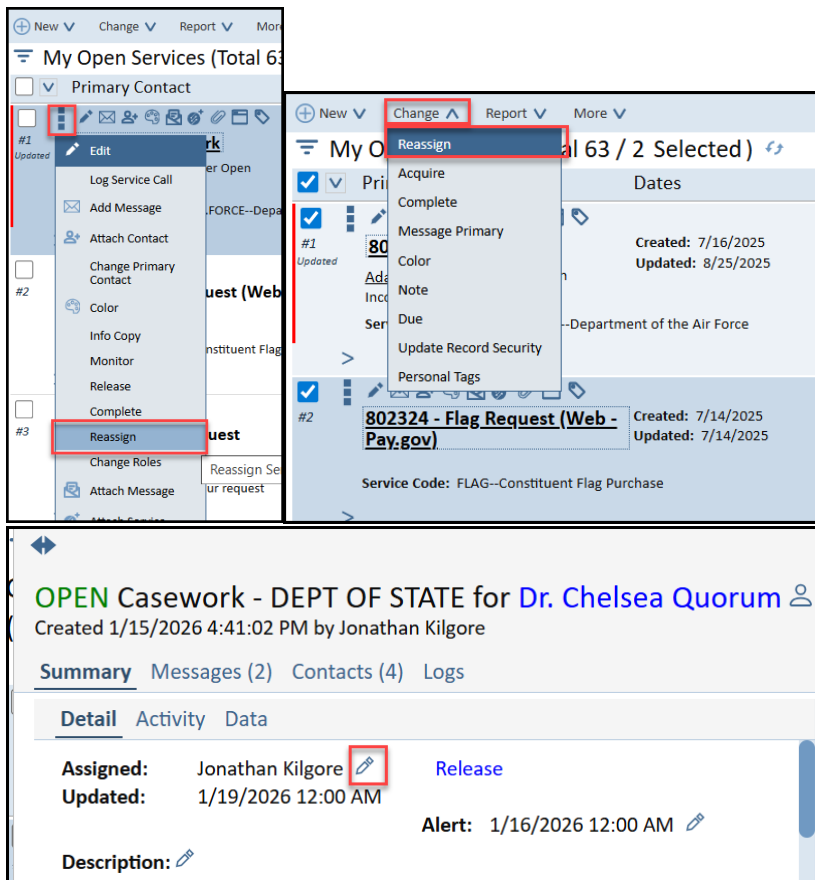# Assigning and/or Reassigning a Service Record

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.

   - Note that within the Service itself you can click on the ✏ icon next to your name to Reassign.

3. Select **Reassign**.

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

Reassign Service   ×

Reassign Service 802326

Assign To   ▼

☐ Send Alert

Subject (optional)

Note

ID#802326
Row 1   Save   Close