



## 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  in the detail record, or  next to the service name in the list view.
3. Select **Reassign**.
4. Complete the information in the **Reassign Service** window and click **Save**.

Reassign Service

Reassign Service 801613

Assign To

☐ Send Alert

Subject (optional)

Note

<

>

ID#801613

Row 5

Save

Close