



Transferring ownership by user (multiple cases)

Transfer Cases by User

- You can change the ownership for more than one case at a time with this utility. Cases are listed for the selected current owner, and one or more can be re-assigned to another owner who is authorized for the site.
- If you haven't already, click **Management** on the main menu, and then click the option to Transfer Cases by User.

Transferring one or more cases

1. The first site on your list is selected automatically. If you are authorized for more than one site, click to select the site you need.
2. You are the selected current case owner by default. To transfer ownership for another person's cases, click to select their name from the Current Owner drop-down list. To move through the list quickly, open it and then press the key for the first initial of the last name.
3. All of the cases owned by the selected Current Owner are listed.
 - The default sort is by location. To sort by a different parameter, click a column heading.
 - To reverse the sort order, click the column heading again.
4. All of the cases owned by the selected Current Owner are selected by default.
 - To select only a few cases, click the top checkbox to deselect all, and then click to check the cases you want to change.
 - To deselect one case, click to clear its checkbox.
5. Click to select the future owner from the Select a new owner drop-down list. To move through the list quickly, open it and then press the key for the first initial of the last name.
6. Click **SAVE**.

- i** The previous and new owners are paged when they're added or removed from a case. Transferring ownership initiates pages for each individual case, one to previous owner and one to new owner.
- i** New owners are automatically removed as co-owner when applicable.