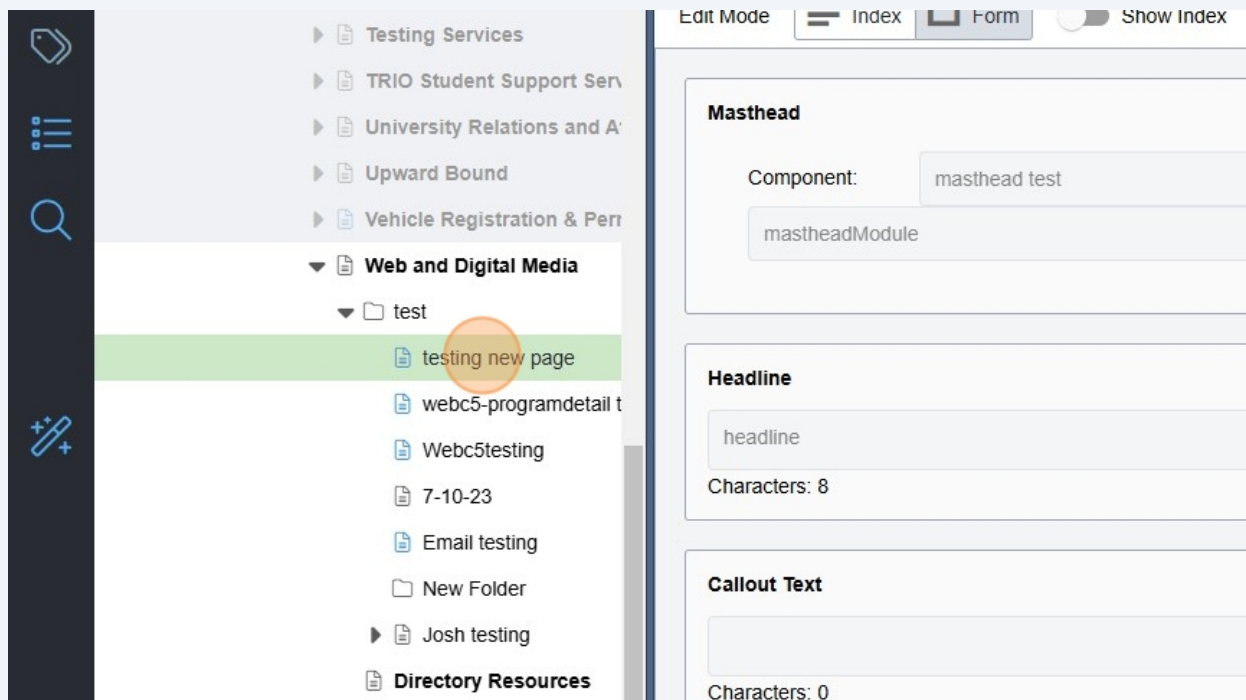


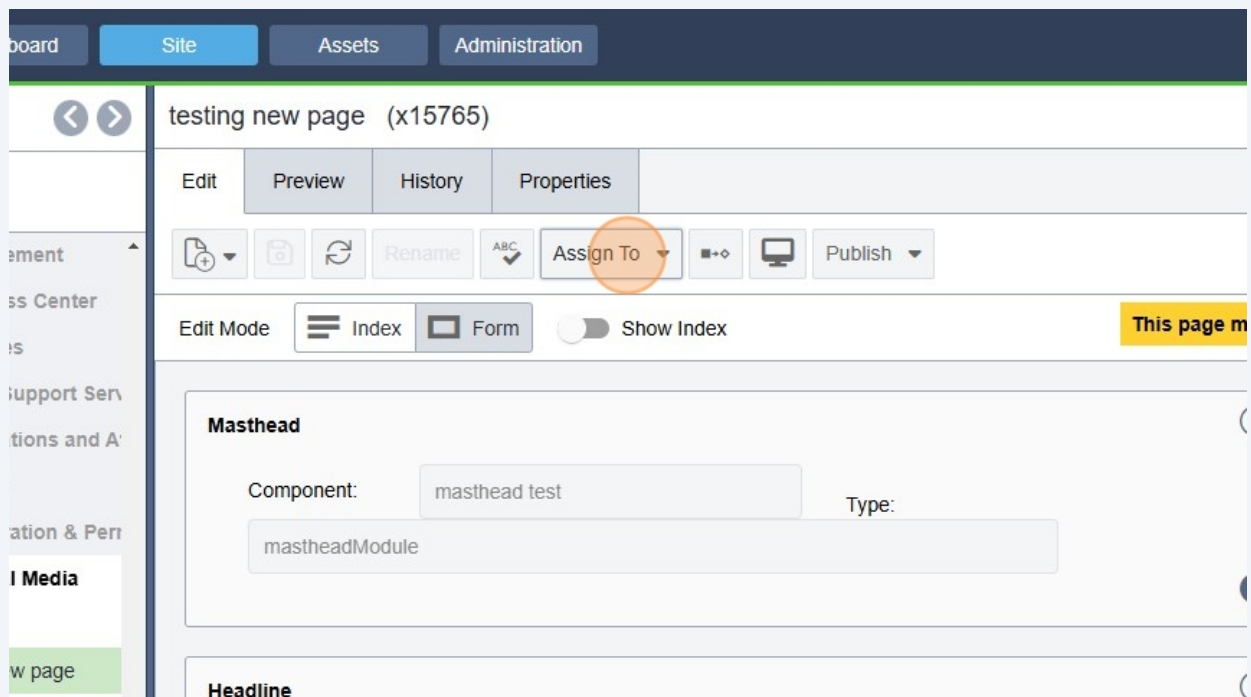
How to Reassign a Page/Component

You must have permission setup in Ingeniux to be able to reassign a page/component that is not assigned to you. Contact Josh Leiboff if you feel you need this permission.

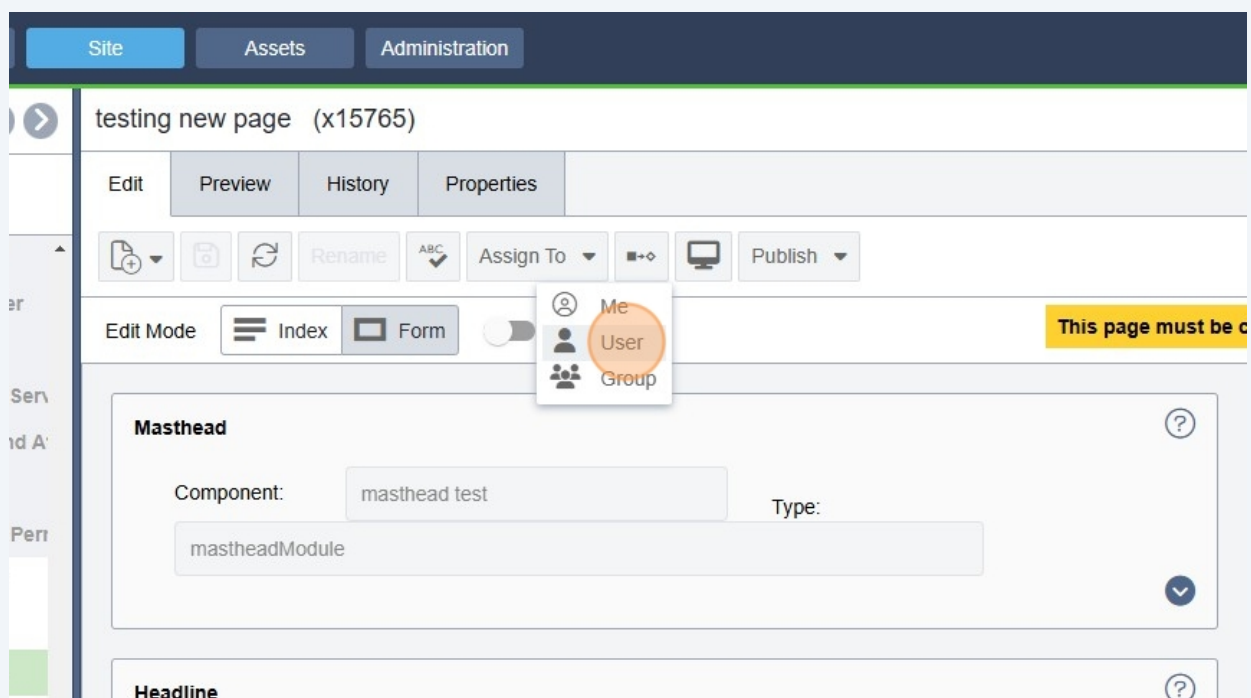
- 1 Select the page/component you want to reassign in the site tree.



2 On the toolbar, select the **Assign To** button.

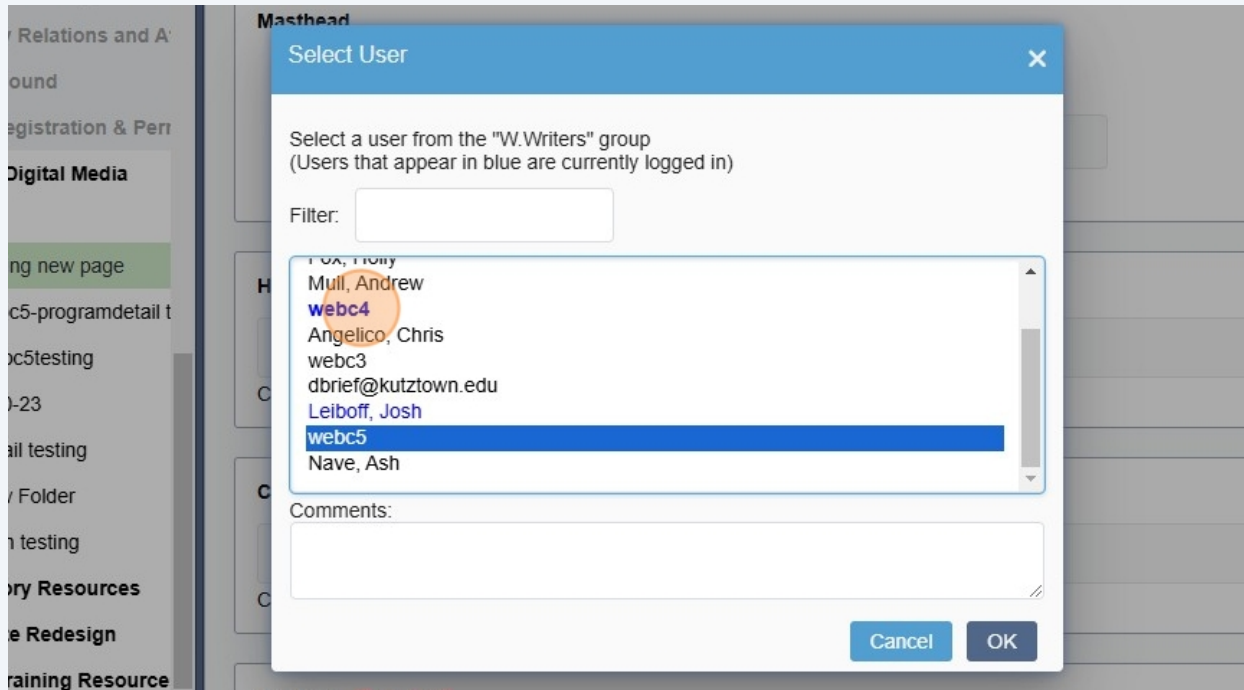


3 To assign to yourself, select **Me**. To assign to another user, select **User**.



4

If assigning to another user, select their name in the Select User window. If desired, you can add a comment in the comment box. *Note: they will not receive an email workflow notification when you reassign a page.*



5

Click "OK"

