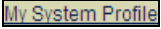
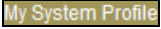

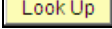





## Reassigning Approval Work

1.	Click the <b>My System Profile</b> link. 
2.	Click the <b>My System Profile</b> link. 
3.	Click the <b>Look up Alternate User ID (Alt+5)</b> button. 
4.	Click the <b>Look Up</b> button. 
5.	Click an entry in the <b>User ID</b> column. 
6.	Enter the desired information into the <b>From Date</b> field. Enter a valid value e.g. <b>"06/01/2009"</b> .
7.	Enter the desired information into the <b>To Date</b> field. Enter a valid value e.g. <b>"06/05/2009"</b> .
8.	Click the <b>Save</b> button. 
9.	Click the <b>Home</b> link. 
10.	Congratulations. You have successfully Reassigned Approval Work. <b>End of Procedure.</b>