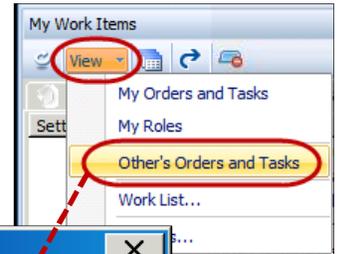


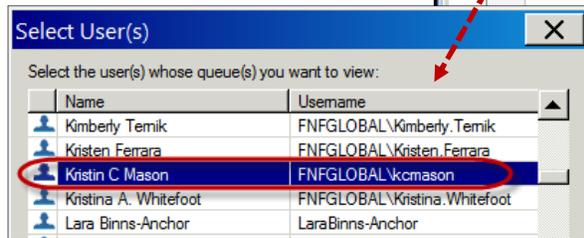
Follow these steps to view the workload of your staff, and assign/re-assign orders to individuals in Workflow Order Manager. This feature is permission-based.

### Viewing Workload

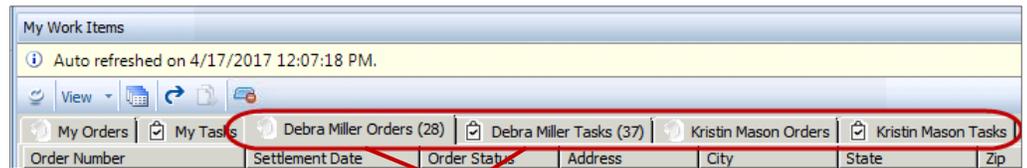
1. Open the **My Work Items** tab
2. Click the **View** button; select **Other's Orders and Tasks**



3. Highlight the Examiner/ Title Officer/ staff member
4. Click the **OK** button



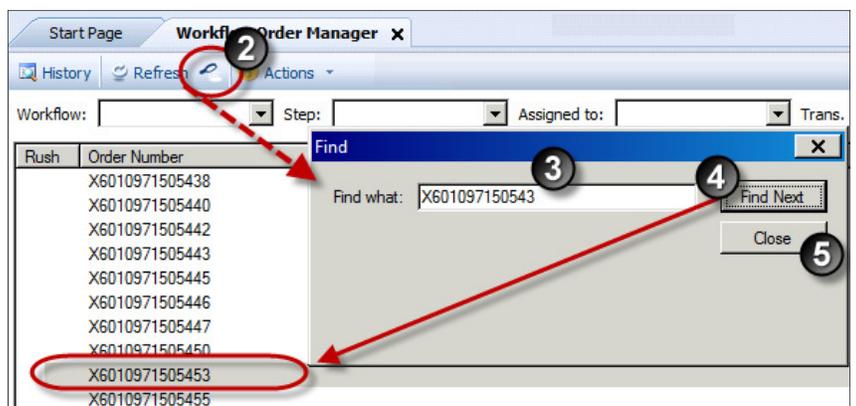
The number of assigned orders (and tasks) appears in parentheses on the user's tab.



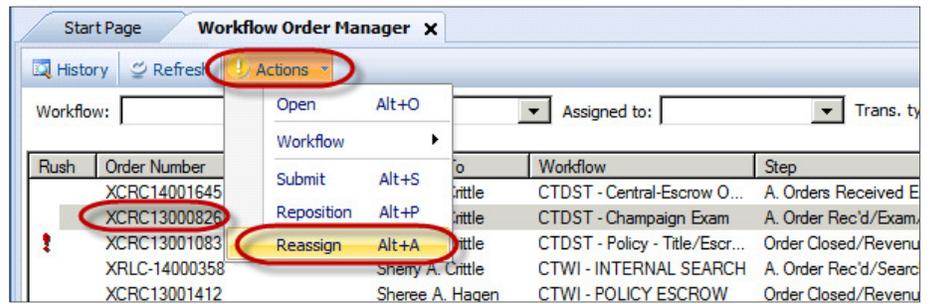
NOTE: The **Orders** and **Tasks** tabs open by default for the individual selected.

### Assigning an Order

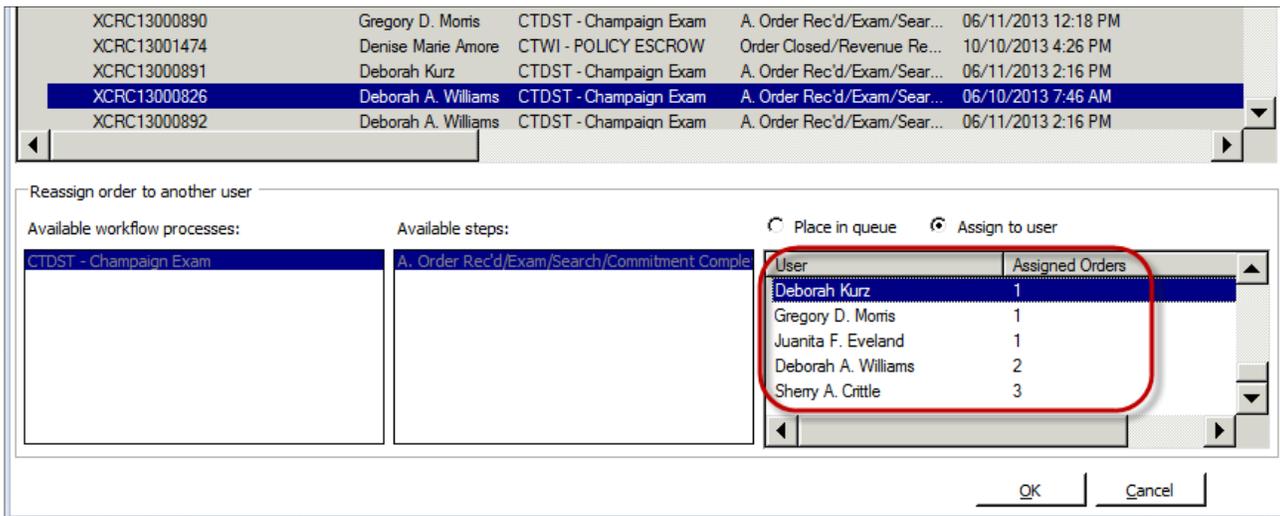
1. From the ProForm ribbon, click the **Manager** button
2. Click the Search  icon
3. In the **Find what** field, enter the order number
4. Click the **Find Next** button until the appropriate order is highlighted
5. Click the **Close** button



6. Click **Actions > Reassign**



The list appears sorted from number of orders assigned (lowest to highest), then alphabetically by user.



7. Highlight the appropriate staff member in the list

8. Click the **OK** button

**HINT:** When you are already on the **Workflow Order Manager** screen, you can sort the list by assigned orders to view the workload. Click the **Assigned Orders** column header to sort the list (ascending). Click again to sort the list (descending).

