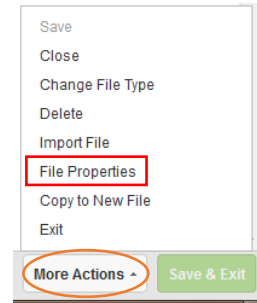


Reassigning a file in RL to another User

When reviewing files that have been submitted, a manager may decide to assign another user the owner of a specific file or they may find the file owner is incorrect.

To determine who submitted the file, you'll need to access the **status/ownership tab** in the file properties. This can be found by

- opening a file (example File ID 1234)
- click on **More Actions** located at the at the bottom right of the management form
- then select **file properties**
- then **Status/Ownership** tab



File Properties

General **Status/Ownership** Security

File State and Status

Current State: New

Current Status: [Dropdown]

Status Description: [Text]

Ownership

Responsible Owner: Scott Klippenstein

Current Owner: Claudia Ruiz

My Important Files

Mark as Important: [Checkbox]

Reason: [Text]

Cancel Save

Responsible Owner - Typically a manager whose goal it is to make sure that the file gets closed.

Click on the magnifying glass icon to search for RL users who should be the **Responsible owner** or **Current Owner**

Current Owner - The user who is working the file at this moment. They are taking the steps necessary to close the file.