


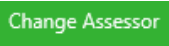





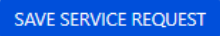



Change Assessor on Service Request

Note: An Assessor can assign a Service Request to another Assessor both before and after submitting a Service Request. The Assessor's Supervisor/Team Leader/Service Manager does not need to request the change

Step	Description
1.	<p>Open the Service Request in Edit or View mode</p> <p>Note: Depending of the Service Request type and status either Edit and/or View details will display in the Applications View page, if both display, either option will permit change to the Assessor</p> <ul style="list-style-type: none"> In the Applications View page, click  next to Service Request, and click  Edit or  View details to open the Service Request
2.	<p>Change Assessor</p> <ol style="list-style-type: none"> Click  or navigate to the Change Assessor section Click  Enter: <ul style="list-style-type: none"> New Assessor <p>Note: The new Assessor needs to hold the appropriate accreditation and work within the same DHB. If the accreditation does not match the type of Service Request, the Service Request will not be processed further</p> <ol style="list-style-type: none"> Click  next to New Assessor Select the Assessor and click  Reason Click  Save and submit the Service Request <ol style="list-style-type: none"> Click  and click  Click  <small>Remember to Save Before you Submit</small>