



Kepro SAM Scheduling Portal

<https://pasis.kepro.com/>

Reassigning Individual Records

Work can be reassigned from one SC to another. Reassignments can be completed by SC Supervisors or Agency Contacts.

Reassignments can be completed by clicking the "Reassign" button on the left side of the home screen.



Choose "Select One" from "Reassign from User" and choose the person from the dropdown box. Once selected, the individuals assigned to the SC or SC Supervisor will populate. On the right side of the screen, choose the appropriate dropdown in the "Assign to User" and click "Save".

A screenshot of the "Reassign To" form in the Kepro SAM Scheduling Portal. The form is displayed in a dark blue header bar with the following fields: "MCI #", "Name", "Date of Birth", and "Reassign To" (the latter is circled in red). Below the header, the form is titled "Reassign To" and contains two dropdown menus: "ASSIGN TO AGENCY" and "ASSIGN TO USER", both with "Select One" as the selected option. A "SAVE" button is located at the bottom of the form.

Once reassigned, the name will move off the original person's queue to the new person that it was assigned to. This process must be completed for each record that needs to be reassigned. Records cannot be moved in bulk.

Work can be reassigned from one SC to another or to an SC Supervisor. Each record can move independently of the other, so work from one SC can be split between multiple people.