

Module: Approval Reassignment

Administrators can reassign active approvals to another person or group without cancelling the workflow. In addition, users who are not approval administrators can reassign or cancel approvals – if configured.

Prerequisites

- The user must have the field "**Can Reassign**" enabled in the **User Setup** (☐ DXP Can Reassign).
- The workflow must be in status **Active** .

Perform a reassignment

1. Open the **AWF Workflow Management**.
2. Mark the desired active workflow and click **Show Details**
3. Action **Reassign Approval**" (or via the page "**Requests to Approve**").
4. In the dialog "**Reassign Approval**":
 - **Recipient Type**: Approver / Workflow User Group / Salesperson/Purchaser
 - **User** or **Workflow User Group** select
 - **Reason**: mandatory – why is it being reassigned?
5. **OK** confirm.

The reassignment is logged in the **Audit Trail** (action type "**Workflow Reassigned**").

Additional extended permissions

In the "**Can Reassign**" (extended by AWF) there are the following fields:

- **Can Reassign** (☐ DXP Can Reassign): allows the user to reassign active workflows.
- **Can Cancel** (☐ DXP Can Cancel): allows the user to cancel active workflows.

Revision #1

Created 2026-06-24 12:41:38 UTC by Bernd Feddersen

Updated 2026-06-24 12:41:38 UTC by Bernd Feddersen