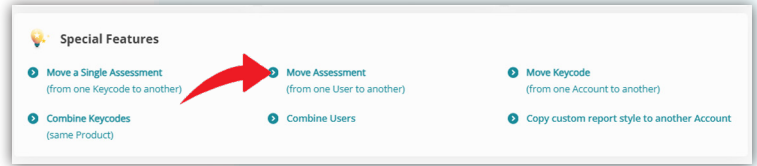


# MOVE ASSESSMENT (ONE USER TO ANOTHER)

1. This feature allows you to assign a completed report to a different user.  
Example: A completed report has the administrator's name instead of the participant's.

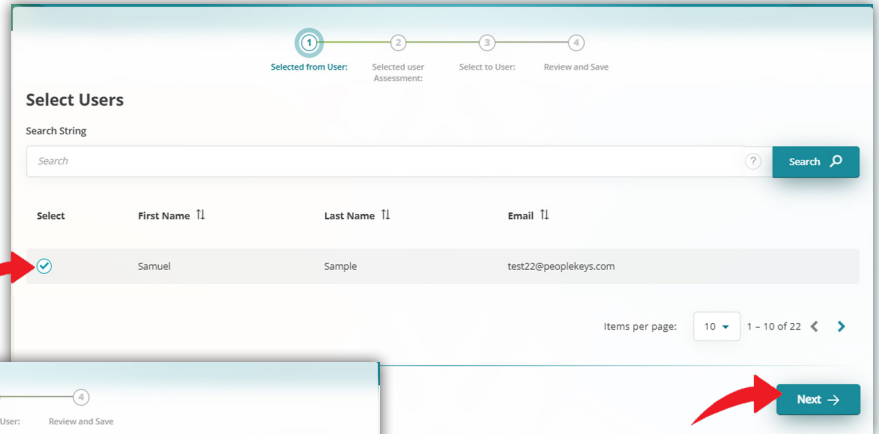
From your account homepage, in the Special Features box, click **Move Assessment (from one User to another)**.



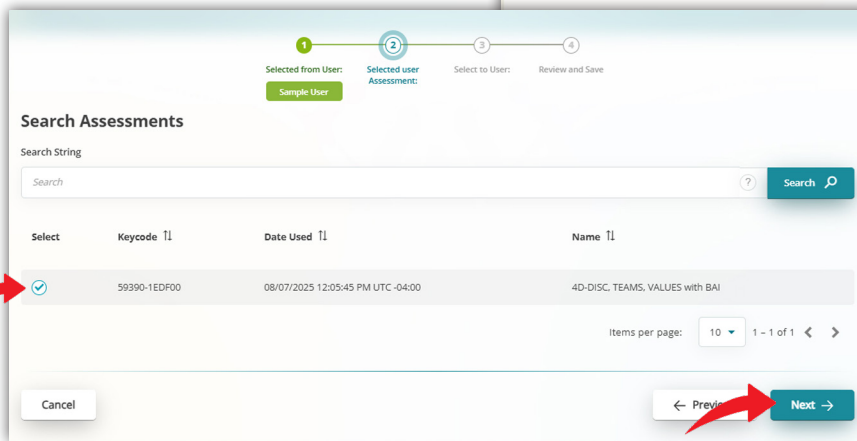
2. Step 1 is to select the "from" user. Use the search box to search by first name, last name, or email, then click the Search button.

Select the user from the search results below by placing a check mark next to their name.

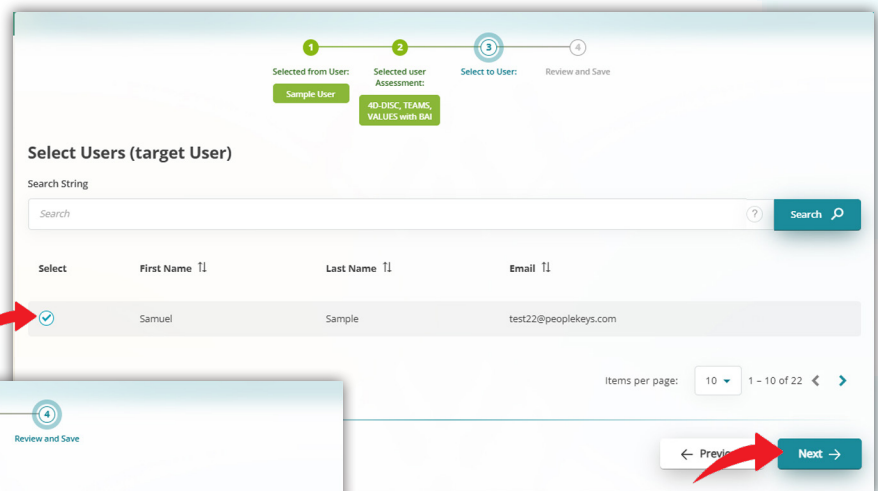
Click **Next**.



3. Step 2 Select the correct assessment then click **Next**.



4. Step 3: Using the same process as Step 2, find the "to" user then click **Next**.



5. Review your choices before clicking **Save Changes**.

