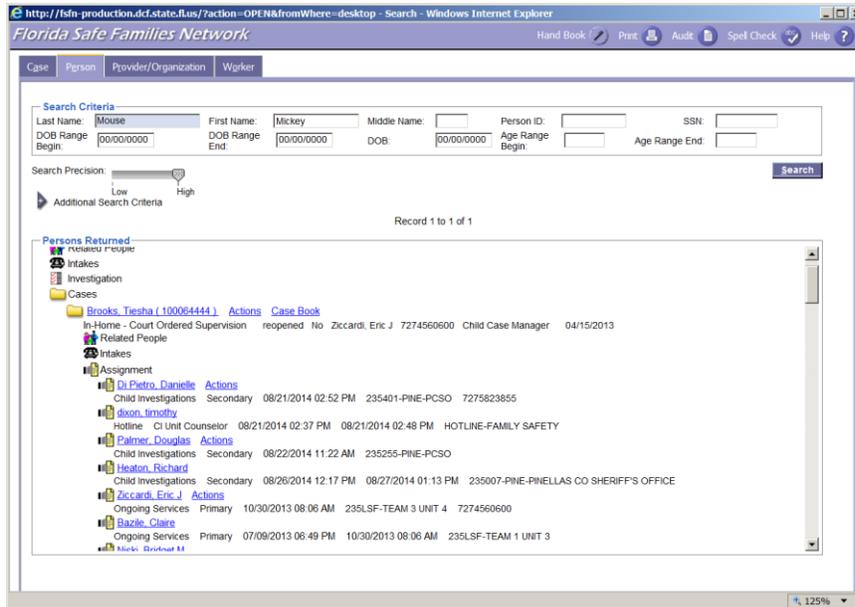
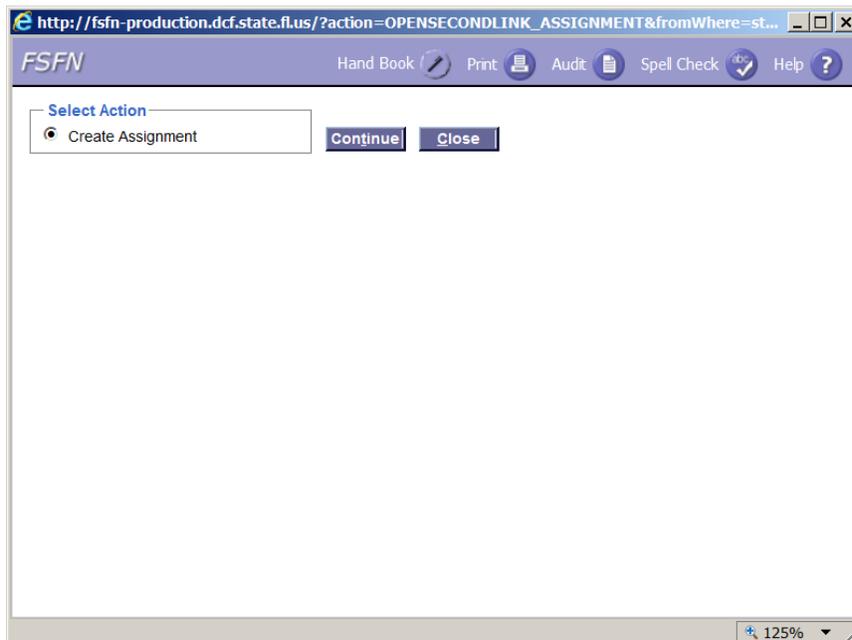


Secondary Case Assignment **Only** (not Courtesy or Primary)

- 1) Search for the child/case you wish to be attached to.
- 2) Open the case and look for the "Assignment" icon and open the assignment icon.
- 3) Find an open worker and click on "Actions" next to the name.



- 4) Click on Continue in the pop-up box.



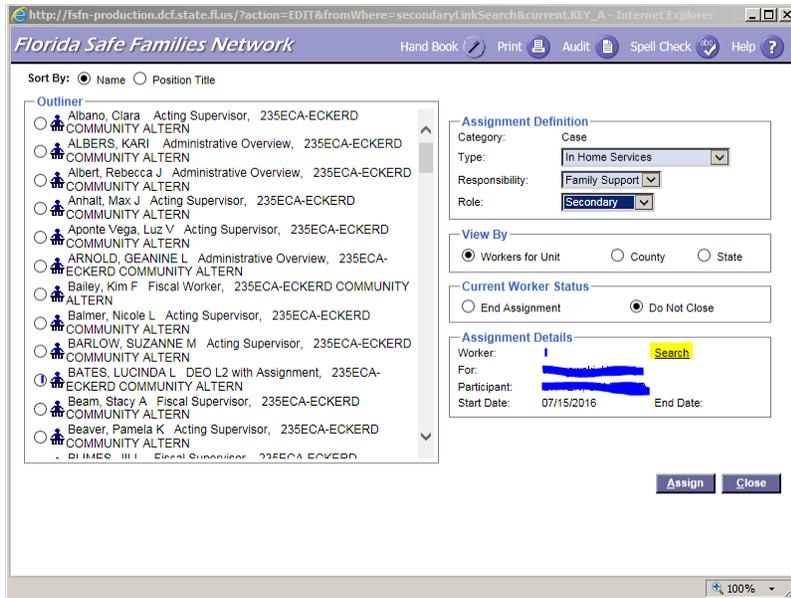
5) Select your name in the “Outliner box” then under “Assignment Definition” select:

Type: *Ongoing Services*

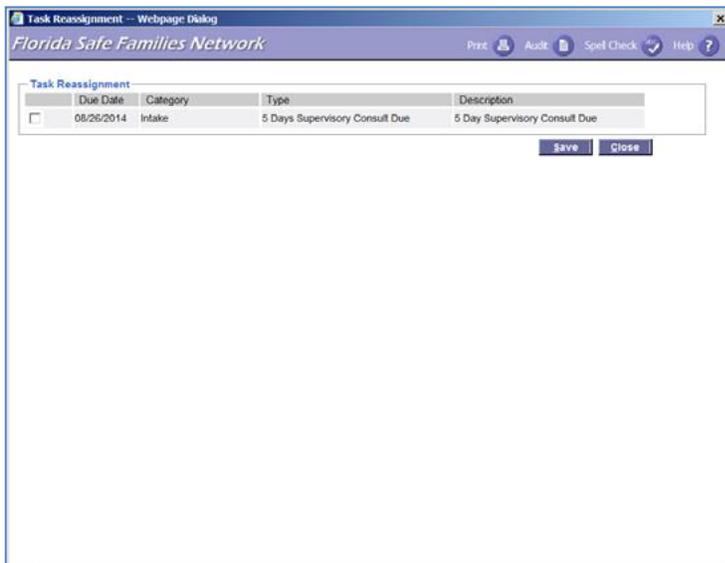
Responsibility: *Case Management*

Role: *Secondary.*

6) Click on “Assign”



7) On some cases a Tickler reassignment screen will appear. Make sure no boxes are checked and click on “Save”. The case should now be assigned to you.



Unassign

Go to 'Assignments' icon of case, click on your name to bring up box below.

Click on 'End Assignment' and save & close.

The screenshot shows a web browser window with the URL `http://fsfn-production.dcf.state.fl.us/?action=EDIT&fromWhere=desktop¤tLKEY_ASSIGNM...`. The page title is "Florida Safe Families Network". The interface includes a navigation bar with icons for "Print", "Audit", "Spell Check", and "Help".

The main content area is divided into three sections:

- Assignment Definition:**
 - Category: Case
 - Type: Ongoing Services
 - Responsibility: Case Management
 - Role: Secondary
- Status:**
 - Open
 - End Assignment
- Assignment Details:**
 - Worker: LUCY KAROLAK
 - Location: 235ECA-ECKERD COMMUNITY ALTERN
 - For: [REDACTED]
 - Assigned By: KAROLAK, LUCY
 - Participant: [REDACTED]
 - Start Date: 06/02/2016
 - End Date: [REDACTED]

At the bottom right of the form, there are four buttons: "Reassign...", "Reassign All", "Save", and "Close". The "Save" button is highlighted in blue. A zoom level of "100%" is visible in the bottom right corner of the browser window.