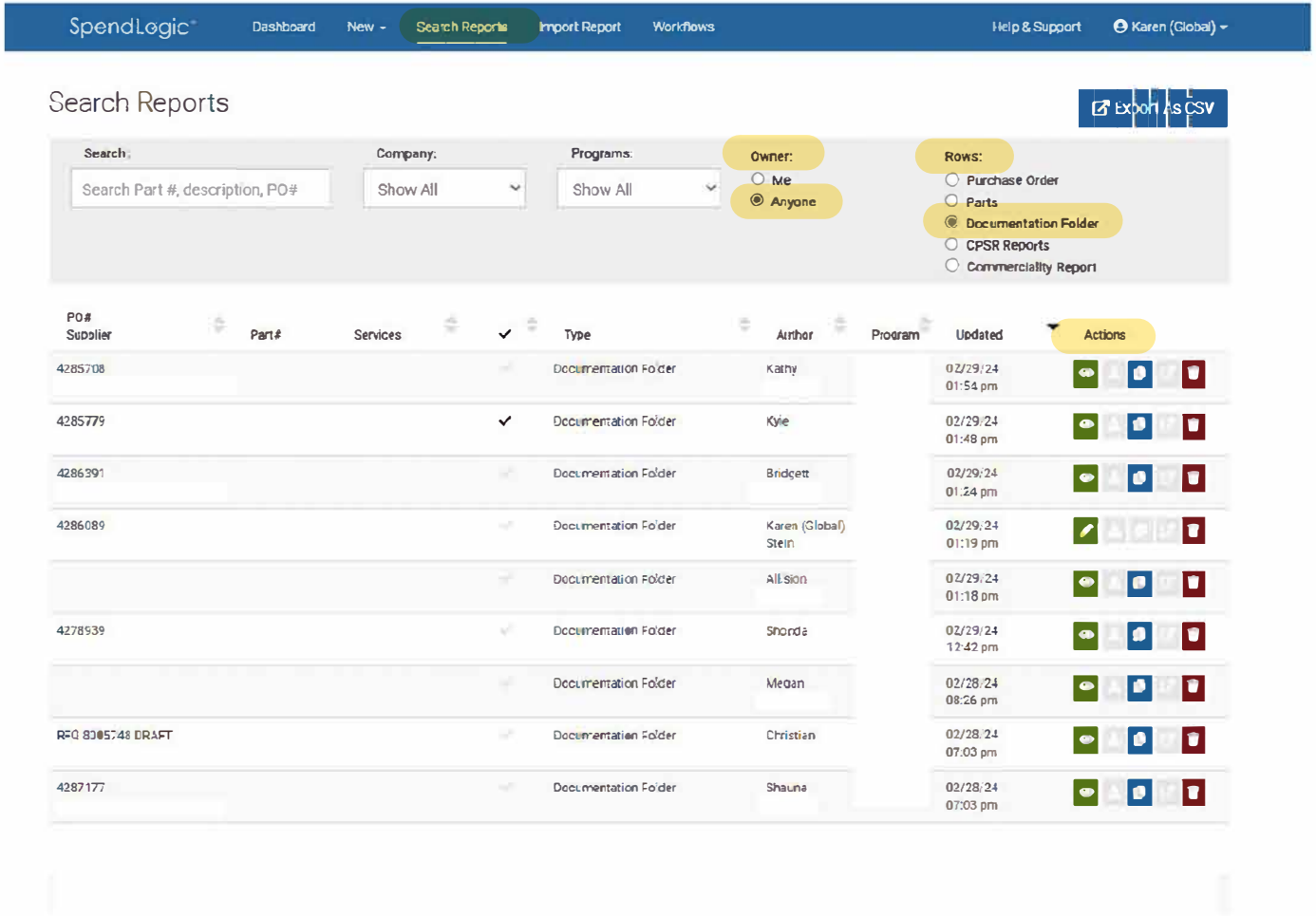
Re-Assign Documentation Folder

1. Search Reports
2. Owner = Anyone
3. Rows = Documentation Folder
4. Find the DF you wish to re-assign to yourself
5. Click under Actions
6. Click “Continue” when Reassign pop-up window appears

The Documentation Folder will now appear under your name and you will be able to edit as necessary.