
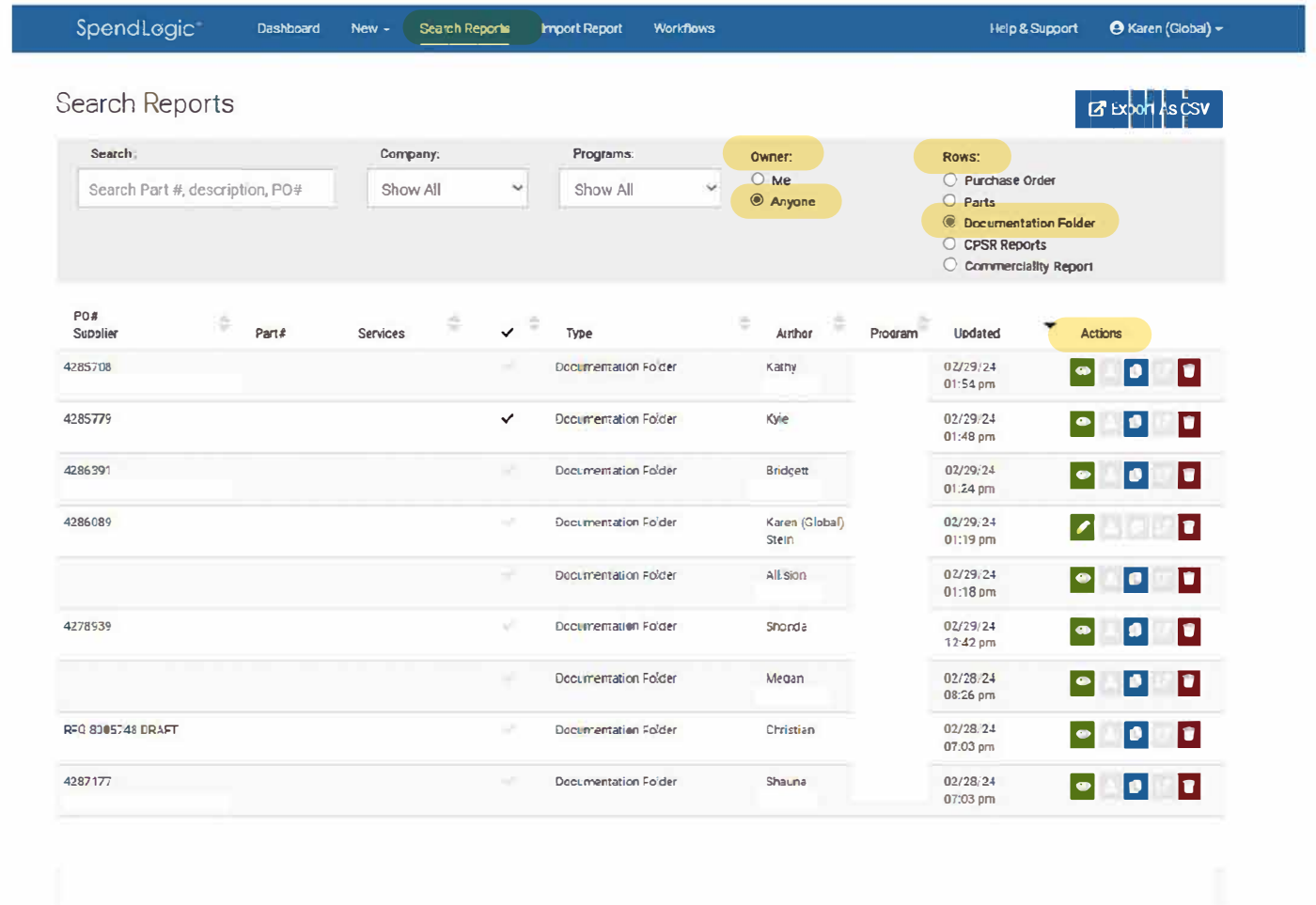


































# Re-Assign Documentation Folder

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.



The screenshot shows the 'Search Reports' interface in SpendLogic. The top navigation bar includes 'SpendLogic', 'Dashboard', 'New', 'Search Reports' (highlighted), 'Import Report', 'Workflows', 'Help & Support', and 'Karen (Global)'. The main content area has a search bar with 'Search Part #, description, PO#' and filters for 'Company' (Show All) and 'Programs' (Show All). The 'Owner' filter is set to 'Anyone', and the 'Rows' filter is set to 'Documentation Folder'. An 'Export As CSV' button is in the top right. Below the filters is a table of search results:

PO#	Supplier	Part#	Services	Type	Author	Program	Updated	Actions
4285708				Documentation Folder	Kathy		02/29/24 01:54 pm	   
4285779				Documentation Folder	Kyle		02/29/24 01:48 pm	   
4286591				Documentation Folder	Bridgett		02/29/24 01:24 pm	   
4286089				Documentation Folder	Karen (Global) Stein		02/29/24 01:19 pm	   
				Documentation Folder	Allison		02/29/24 01:18 pm	   
4278539				Documentation Folder	Shonda		02/29/24 12:42 pm	   
				Documentation Folder	Meagan		02/28/24 08:26 pm	   
RFG 8005748 DRAFT				Documentation Folder	Christian		02/28/24 07:03 pm	   
4287177				Documentation Folder	Shauna		02/28/24 07:03 pm	