

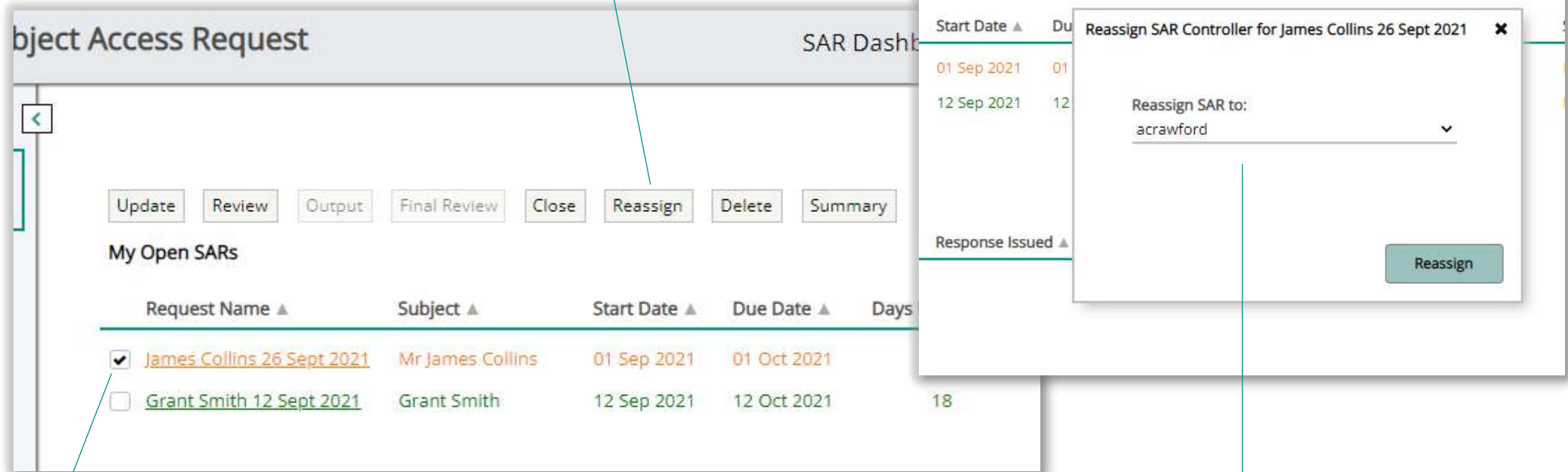
## How to... Reassign a SAR



You can only reassign SARs that were created in release 1.260 or later.

### 2 Click the **Reassign** button

This displays the Reassign Selection Dialog



Object Access Request SAR Dashboard

Update Review Output Final Review Close Reassign Delete Summary

My Open SARs

Request Name ▲	Subject ▲	Start Date ▲	Due Date ▲	Days
<input checked="" type="checkbox"/> <a href="#">James Collins 26 Sept 2021</a>	Mr James Collins	01 Sep 2021	01 Oct 2021	
<input type="checkbox"/> <a href="#">Grant Smith 12 Sept 2021</a>	Grant Smith	12 Sep 2021	12 Oct 2021	18

Reassign SAR Controller for James Collins 26 Sept 2021

Reassign SAR to:  
acrawford

Reassign

### 1 On the Dashboard, click the check box against the SAR you wish to re-assign

This displays a row of buttons at the top of the Dashboard

### 3 Choose the person you wish to reassign the SAR to from the drop-down list, then click **Reassign**

The SAR will disappear from your **My Open SARs** list and will be displayed in the **My Open SARs** list of the person you reassigned the SAR to