Assign an Episode to yourself

kinseed

Learn how to take control of an Episode to make changes or progress it, by Assigning it to yourself

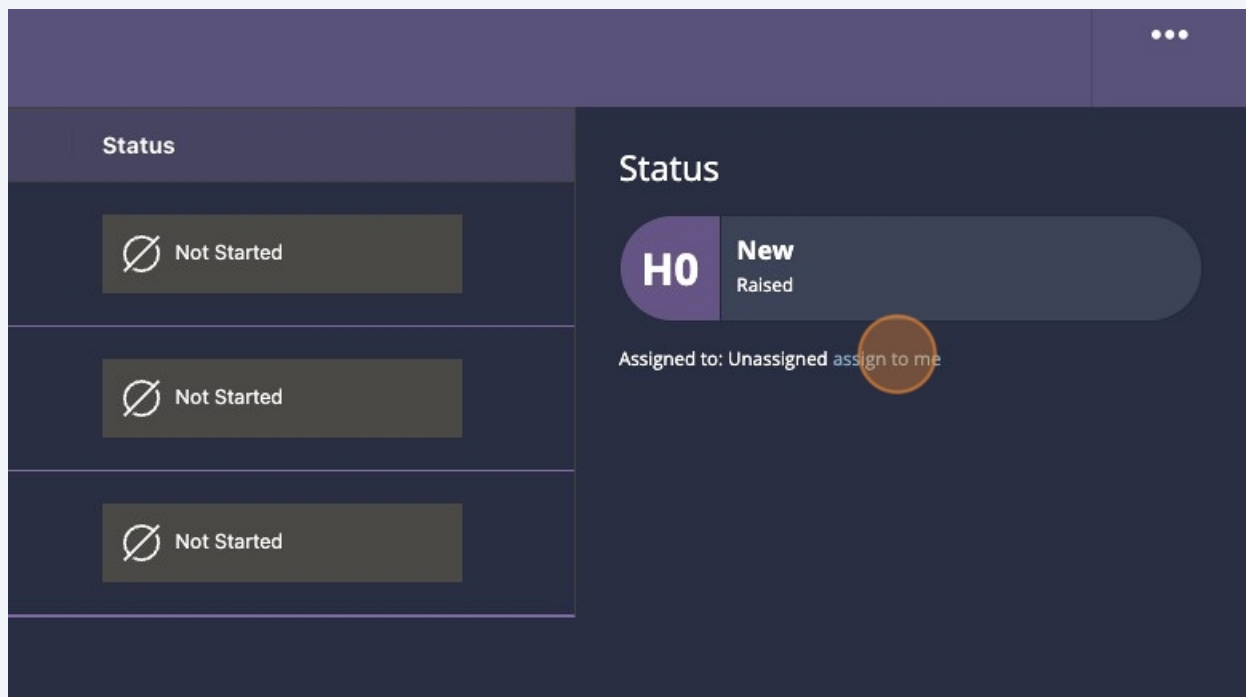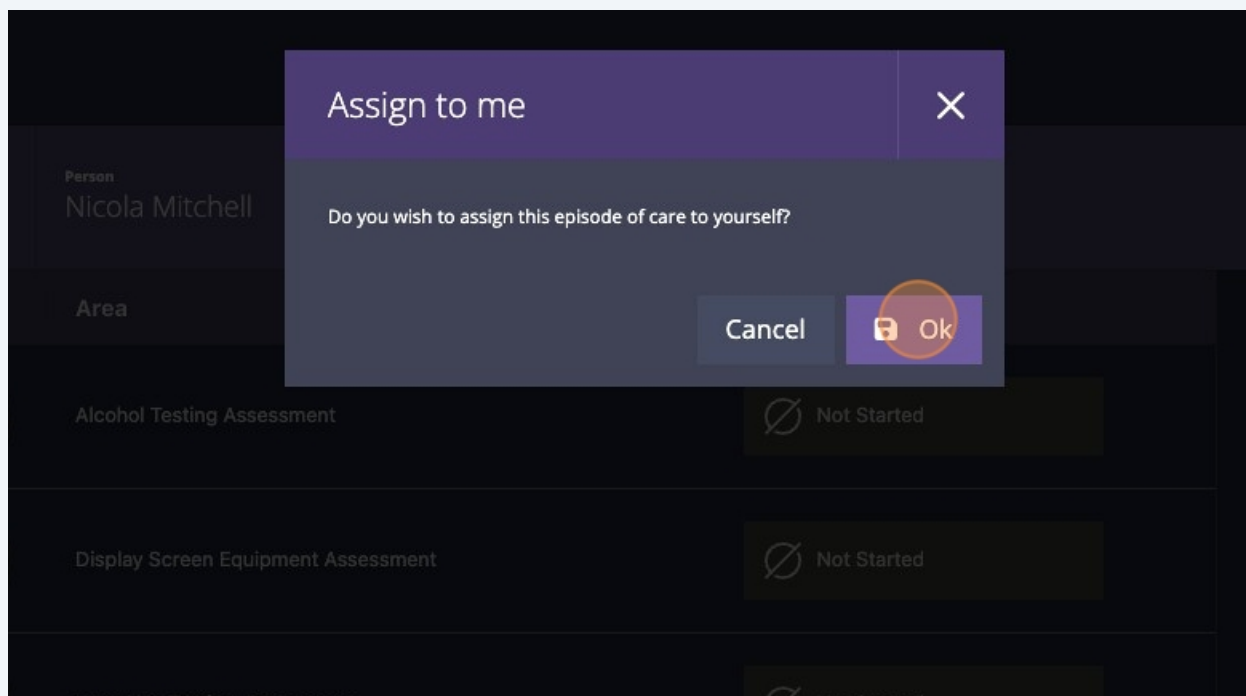**1** Open an episode in MediWork by clicking it in the Episodes list on a person's record, or by finding it in the Process View

2 Click "assign to me"

3 Click "Ok"

4 Confirm that the Episode is now assigned to you by checking the status on the right hand side of the page

When an episode is assigned to you, others can still see the contents of the episode, but you are given control to make changes and progress the episode with the "Next Steps" button. Your name also appears next to the episode as the last person to take control of it.