



How to Guide, Mosaic Adults

reviews

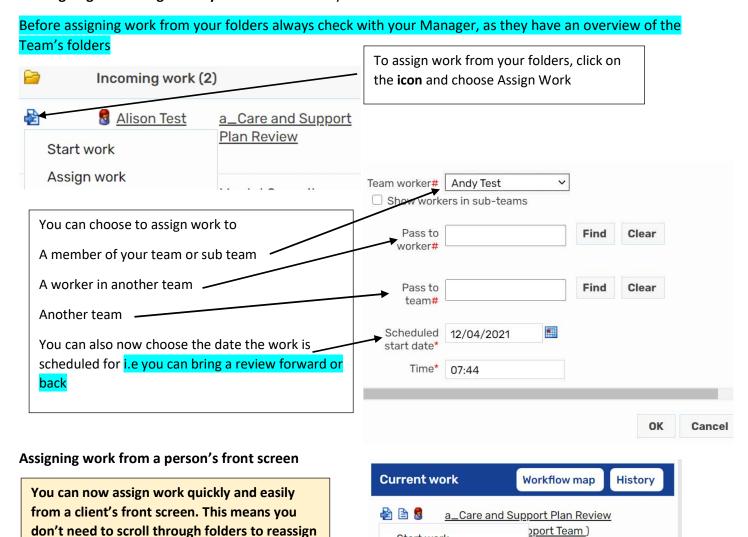
Assigning Work

If you have the correct permissions, you can assign work from 3 places

- 1. Your current work folder this is work assigned to you
- 2. From the person's front screen under Current Work Only if this is assigned to you or your team
- 3. Your Team Workview this is work assigned to your team or members of your team

Remember when assigning work always left click, there is no right click in Mosaic

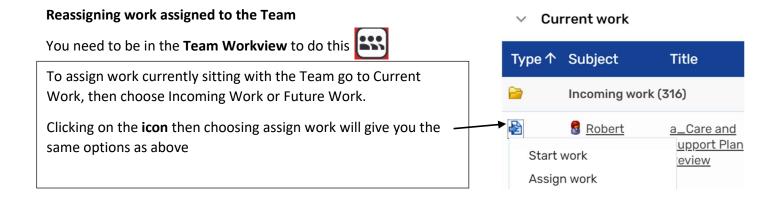
Reassigning work assigned to you – This will be in your current work folder



Start work

Assign work

ormation on Open Case



Reassigning work assigned to a Worker in your Team

You need to be in **Team Workview** to do this Then click on **Team Summary**

