VIEW USER ASSIGNED TO ACTION ITEM

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Purpose

To identify the user to whom the award or proposal is currently assigned in the workflow.

Data Needed to Complete this Process

The following data may be needed to successfully complete this process:

- Award Number
1) Open **My Workflow Maps** and select **Award Processing Workflow Map**.
2) Select **In-Redirect Complete**.
3) Open the Workflow Details for the Award.

3-1  Click on the number under the Assigned To column.

3-2  The user to whom the award is currently assigned is listed at the top of the page.