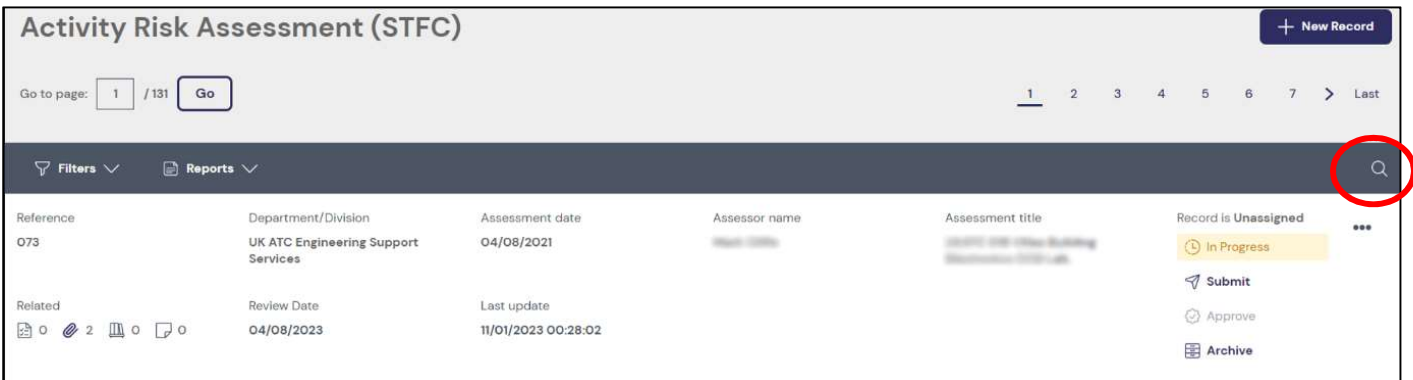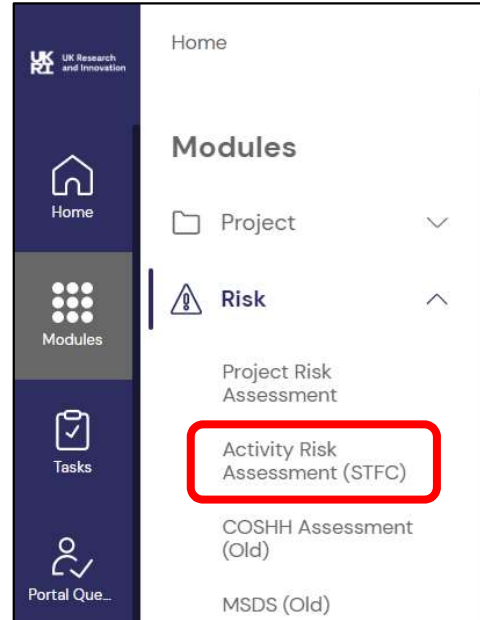# Re-Assigning Risk Assessments in Assure

As we are re-assigning assessments it's probably easier to search Assure for the name of the Users whose assessments we wish to re-assign.
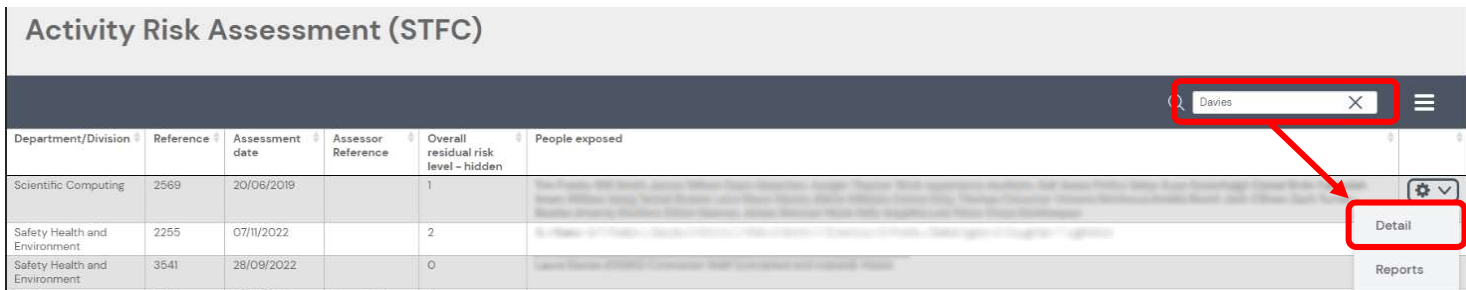
So

Log onto Evotix Assure and navigate to the Activity Risk Assessment area.

Click on 'Modules' -> 'Risk' -> 'Activity Risk Assessment (STFC)'

Click on the search icon (highlighted above).

Enter the Surname of the User whose assessments we want to re-assign in the field highlighted above.

This should reduce the list to a few assessments.

Using the 'cog-wheel' icon at the right of each entry choose 'Detail'.

This will bring up a copy of the assessment with a **Edit** button at the bottom, click on this to enable editing.

You can now change the name of the assessor and any team members:

At this point you should hit the 'Save' button at the bottom (if it is not visible just scroll the window down a bit and it should appear).

The row of icons at the bottom should include an icon on the right:

Which comes up with 'Reviews' when you hover the mouse over it.

Click on this.

This should bring up a new page where the risk assessment review is set up (date and reviewer). It is probably this step that is being missed as this will generate an email on the review date.

Again click on the cog-wheel in the last line and choose edit:

Which will bring up:

Where the review date and the person who would carry out the review can be changed. Clicking 'Select' gives a dialog where Users in Assure can be searched:

You just click on the name to choose it (the Processing message may seem to take a while).

At which point you can just click on the button to complete the re-assignment.