Step-by-Step Instructions for Assigning a Requisitioner to a Purchase Requisition

1. Log in to Ohio Buys. The My Pending Validations window on the Ohio Buys homepage shows your most recent tasks that are awaiting your review. If desired, you can click on the **Object** hyperlink for any tasks that have an **Action** of Workload Manager to quickly view and take action on any purchase requisition needing your approval. Once you have found the task you would like to open, click the **Object** name to open it.

2. Navigate to the **Workflow** tab.

3. At the bottom right of the page, view the existing workload of the Requisitioners in your organization by clicking the **Check Requisitioners Workload** button. This is recommended to divide responsibility in an appropriate manner.

   a) **Requisitioner**: This column displays the names of Requisitioners’ accounts in Ohio Buys
   b) **Agency**: This column displays the agency each Requisitioner is a part of
   c) **Workload**: This column displays the number of requisitions currently assigned to the associated Requisitioner
   d) **Open Requisitions**: This column lists the Requisition IDs assigned to a Requisitioner
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In the **Performers of the following activities** field, select a Requisitioner from the drop-down menu.

Click **Assign Requisitioner** button.

**Reassigning a Requisition**

The Workload Manager can reassign a purchase requisition that is at the Requisitioner Approval step of the workflow. This allows the Workload Manager to reassign the requisition without having the Requisitioner reject a purchase requisition back to the Workload Manager step of the workflow.

To reassign a requisition, a Workload Manager should open the assigned purchase requisition and click Reassign Requisitioner at the top of the page. After this button is clicked, they can assign a new Requisitioner on the Workflow tab and then click **Assign Requisitioner** button.