

# Assigning Documents to team members (Program Director)

7 Steps [View most recent version](#) 

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Created by

Engagifii Inc.

Creation Date

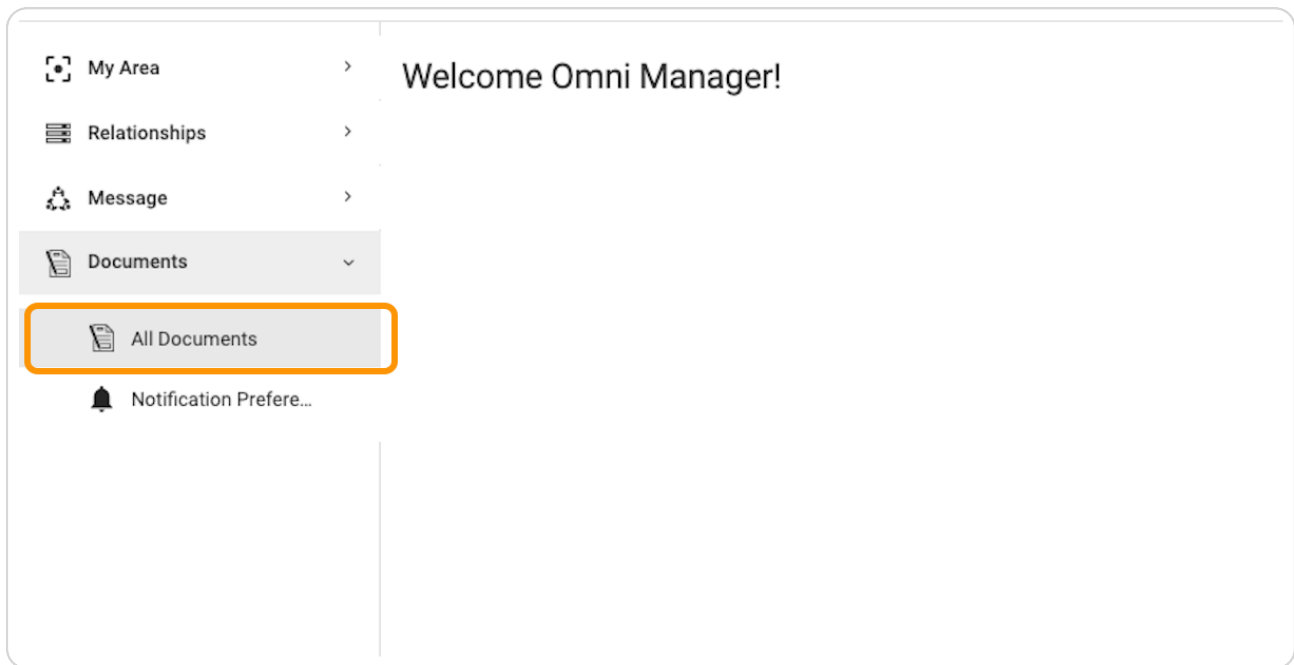
September 5, 2023

Last Updated

September 5, 2023

## STEP 1

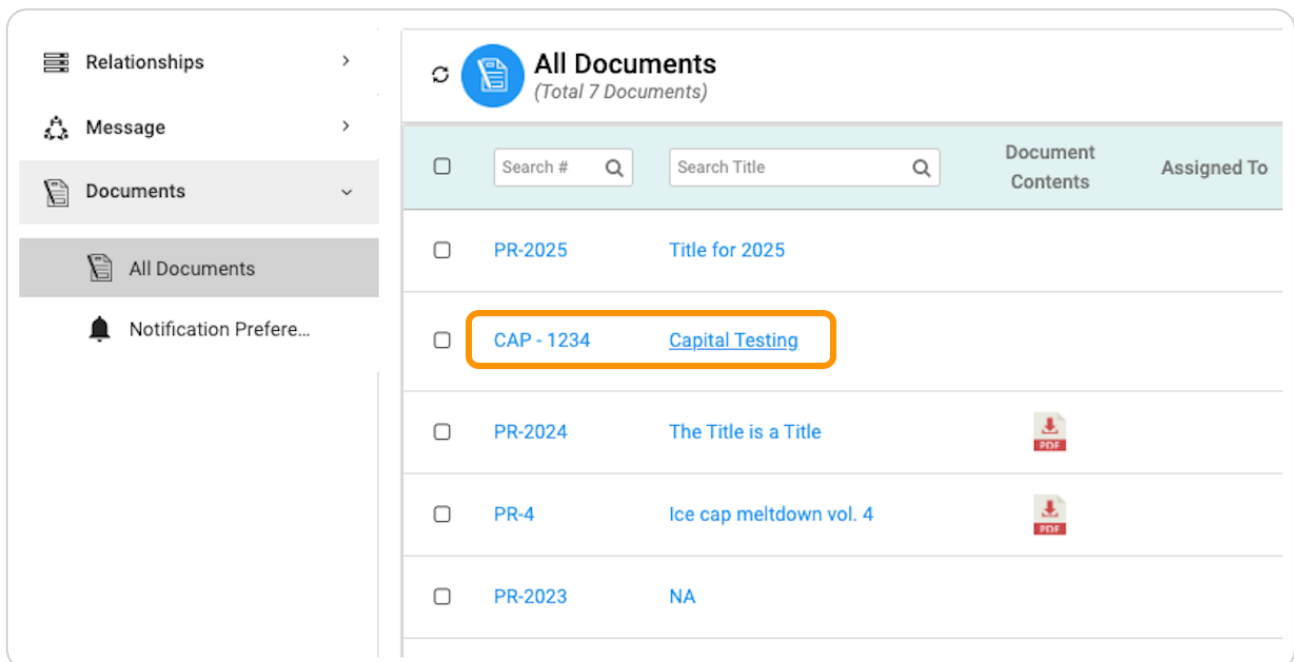
### Click on Documents / All Documents





The screenshot shows the Omni Manager interface. On the left is a navigation menu with the following items: 'My Area', 'Relationships', 'Message', 'Documents', 'All Documents', and 'Notification Prefere...'. The 'Documents' menu is expanded, and 'All Documents' is highlighted with an orange box. The main content area on the right displays 'Welcome Omni Manager!'.

## STEP 2

### Click on the Document you want to assign

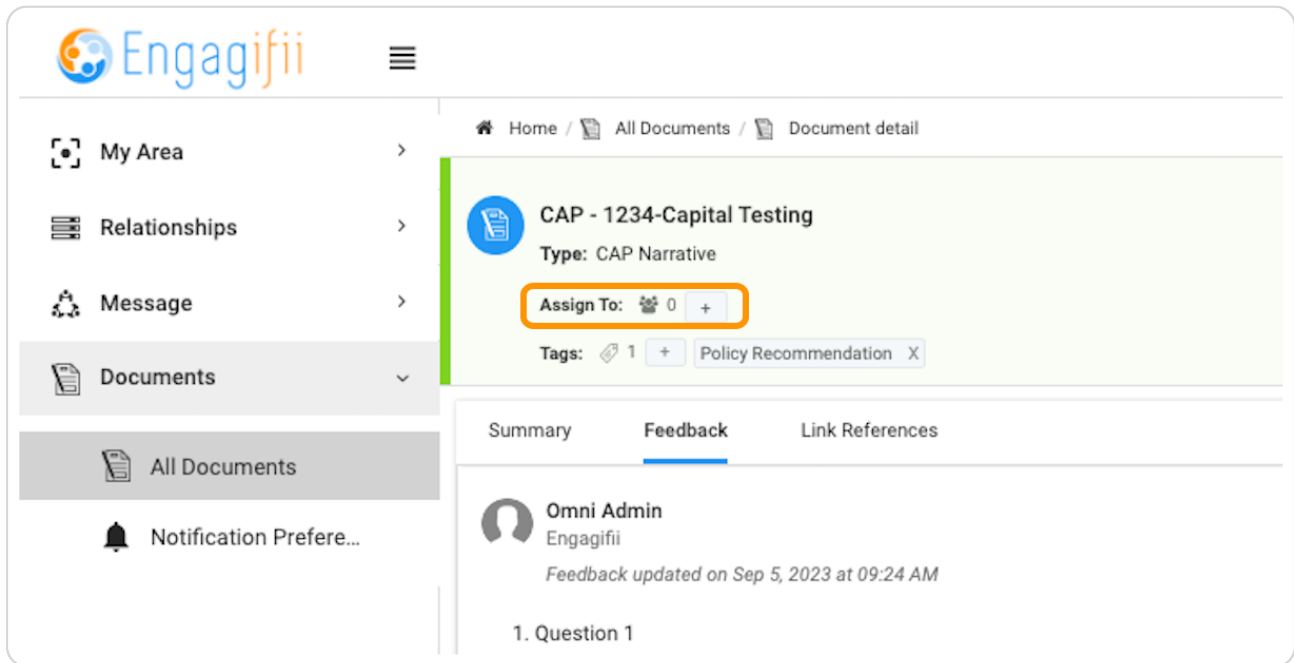


The screenshot shows the 'All Documents' page. The left navigation menu is visible, with 'All Documents' selected. The main content area displays a table of documents. The table has the following columns: 'Search #', 'Search Title', 'Document Contents', and 'Assigned To'. The document 'CAP - 1234' with the title 'Capital Testing' is highlighted with an orange box.

<input type="checkbox"/>	Search #	Search Title	Document Contents	Assigned To
<input type="checkbox"/>	PR-2025	Title for 2025		
<input type="checkbox"/>	CAP - 1234	Capital Testing		
<input type="checkbox"/>	PR-2024	The Title is a Title		
<input type="checkbox"/>	PR-4	Ice cap meltdown vol. 4		
<input type="checkbox"/>	PR-2023	NA		

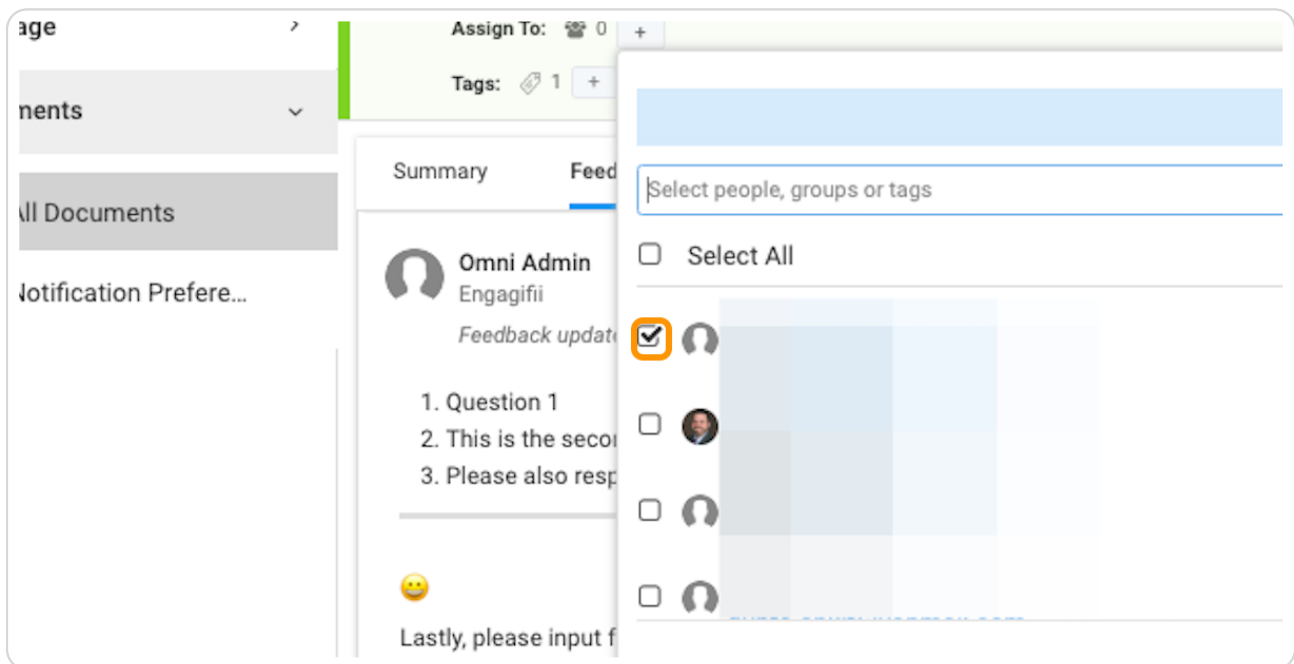
### STEP 3

Click on + to Assign to team members



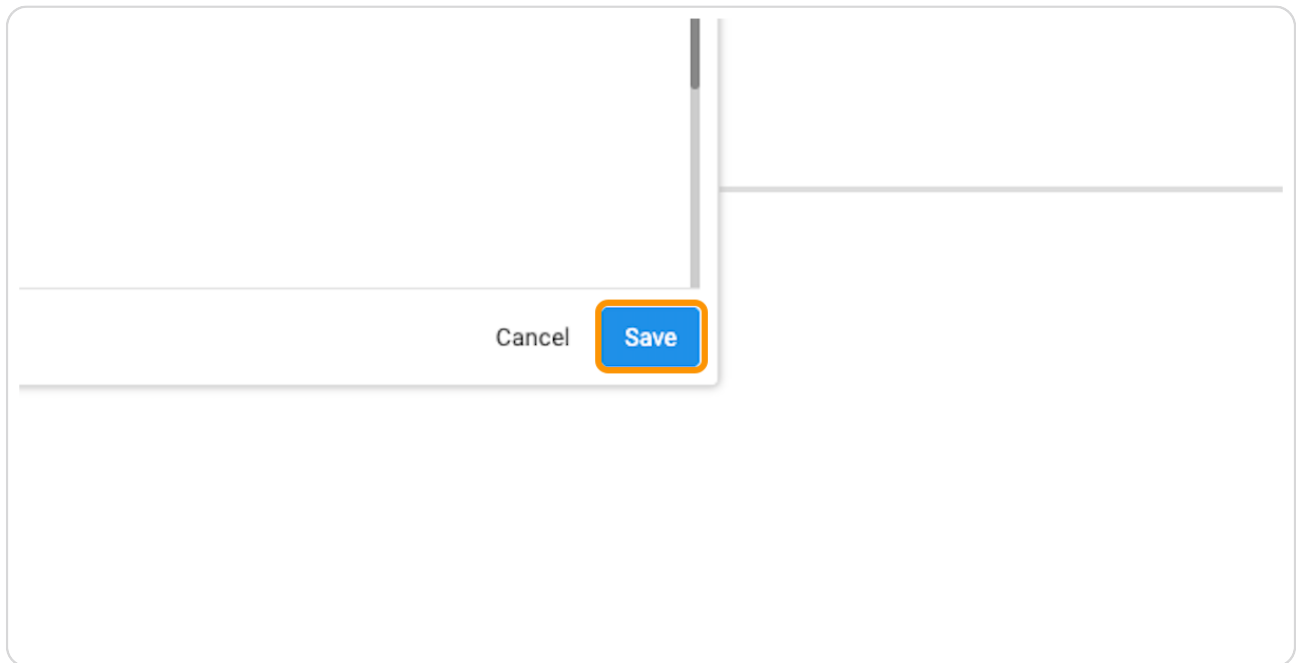
### STEP 4

Select team members from menu



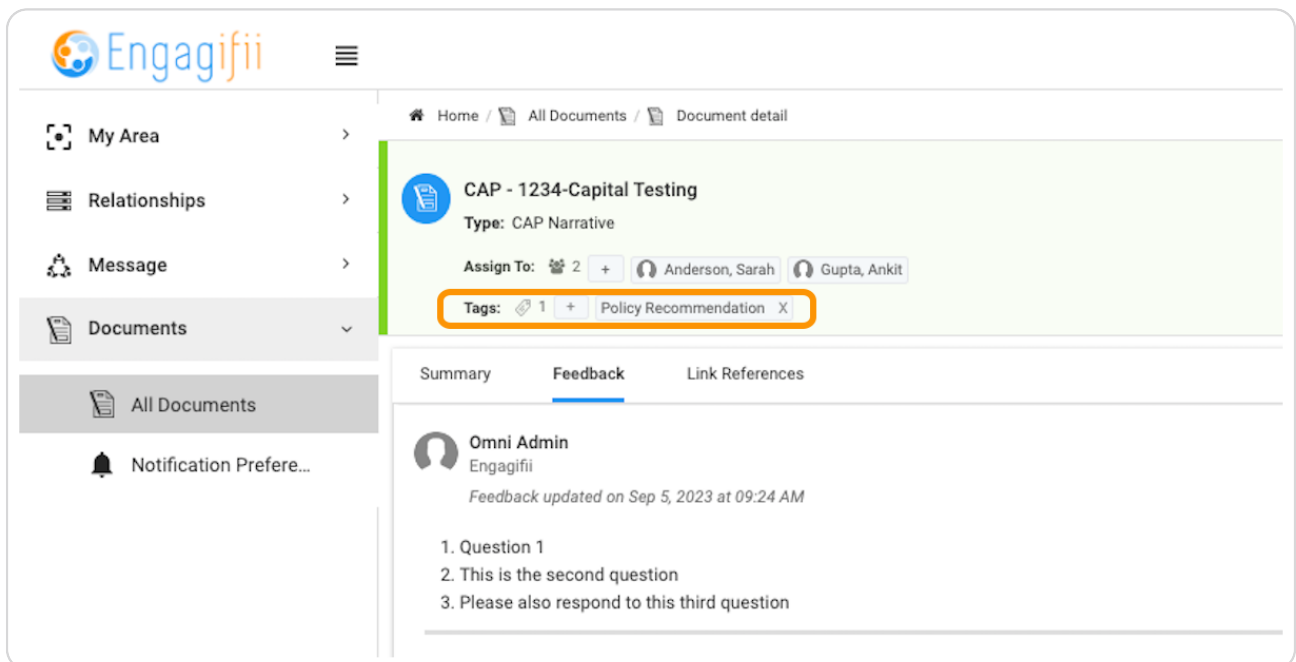
## STEP 5

Click on Save



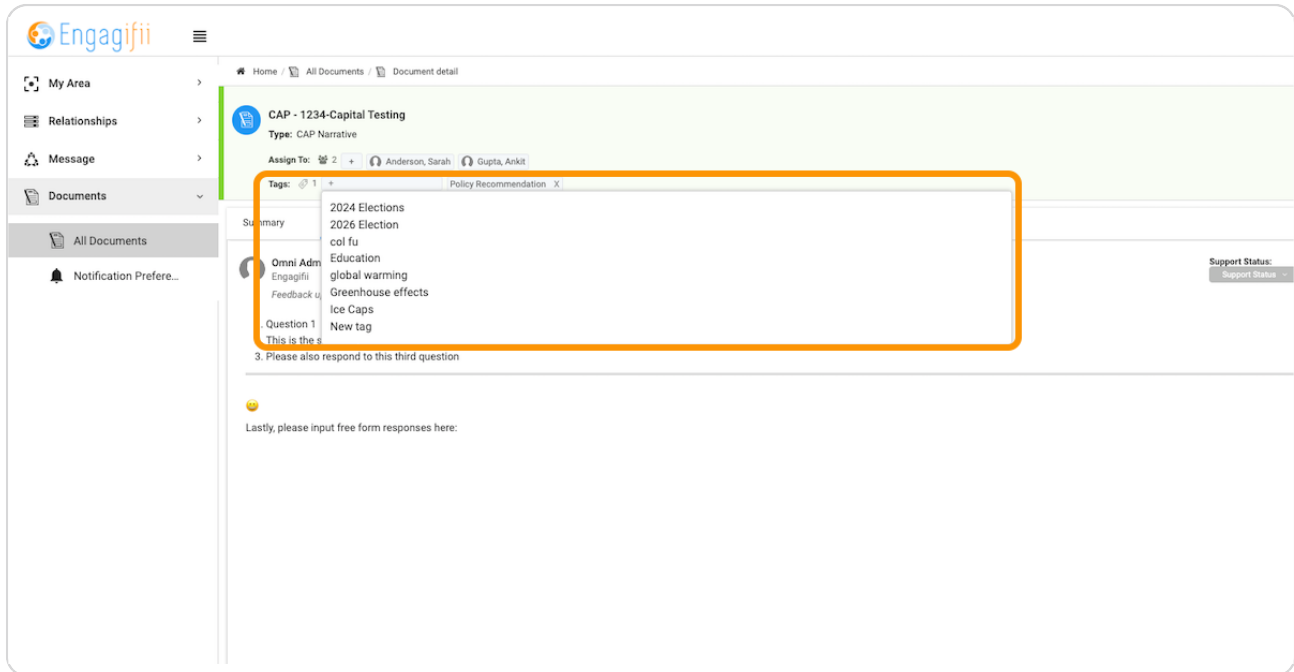
## STEP 6

Click on Tags if you want to add more tags



## STEP 7

Select a tag from the list or create a new one



The screenshot displays the Engagifii web application interface. On the left, a sidebar contains navigation options: My Area, Relationships, Message, Documents, All Documents, and Notification Prefere... The main content area shows a document titled "CAP - 1234-Capital Testing" with a type of "CAP Narrative". It is assigned to two users: Anderson, Sarah and Gupta, Ankit. A dropdown menu for "Tags" is open, listing several tags: 2024 Elections, 2026 Election, col fu, Education, global warming, Greenhouse effects, Ice Caps, and New tag. The document content includes a "Summary" section with text like "Omni Adm Engagifii Feedback u", "Question 1 This is the s", and "3. Please also respond to this third question". A "Support Status" indicator is visible on the right side of the document.

