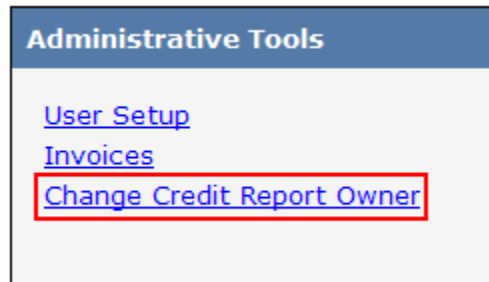


The ownership of files can be transferred by administrators. This transfers the ability to view and edit a file among users.

1. Click on the **Change Credit Report Owner** Link in the “Administrative Tools” section located on the main desktop.



2. The Change Credit Report Owner window will now display. Enter the file number you wish to change ownership into the **File #** field.

3. Select the **Branch** from the Branch drop-down menu.

4. Next, select the **User** who will become the new owner of that specified file from the User drop-down menu.

A screenshot of a web application form titled "CHANGE CREDIT REPORT OWNER" in a blue header. Below the header, the text "Change a credit report ownership to another user." is displayed, followed by a note: "Note: This only works on files that have not been invoiced." The form contains three input fields: "File #" with the value "5555555", "Branch" with the value "PRESTIGE WORLDWIDE-3333", and "User" with the value "JR TEST". Each field has a small downward arrow on its right side, indicating a drop-down menu. At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

3. Finally, click the **Submit** button to change ownership of the file.