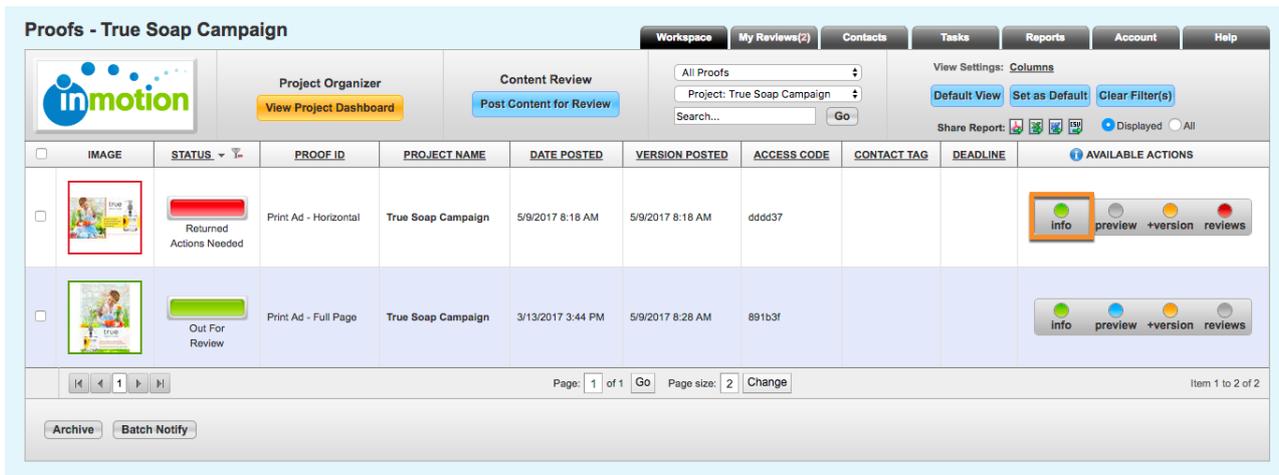# Reassigning Proofs to Another Project

Published on 03/08/2016

If a proof has been assigned to the wrong project, you can easily reassign proofs to the correct project. From the **Proofs Workspace**, locate the applicable proof and click on the **Info** action button.

From the **Proof Info** page, click on the **Edit** button in the **Proof Details** column. Choose the correct project name from the dropdown menu and click **Save.**

Proof Details

| See Reviews | Save |

Proof Status:

1of3 ◀ ▶
Actions Needed ▲▼

Proof ID: Print Ad - Horizontal

Project Name: True Soap Campaign ▼

Access Code: dddd37

Deadline: [   ] 🗓

Owner: Grace ▲▼

User Filter Group: Print ▲▼

Subscriber List: **View/Edit**

Web Page URL Reference: None   **Edit**

Instructions:
| **B** *I* U 🔗 🔗 | Font size ▼ |

How to review content:
Step 1 - Navigate to each page to view
Step 2 - Make mark-ups using annotation tools (optional)
Step 3 - Set an approval status for every page (required)
Step 4 - Submit your review (required)

Proof Posted Date: 5/9/2017 8:18:10 AM

Current Version: 1 (5/9/2017 8:18:10 AM)

Approval Statuses:
☑ Approved as is ☑ Approved with changes
☑ Change and resubmit ☑ Contact me
☑ Not relevant
Approval statuses can't be changed under current proof state.