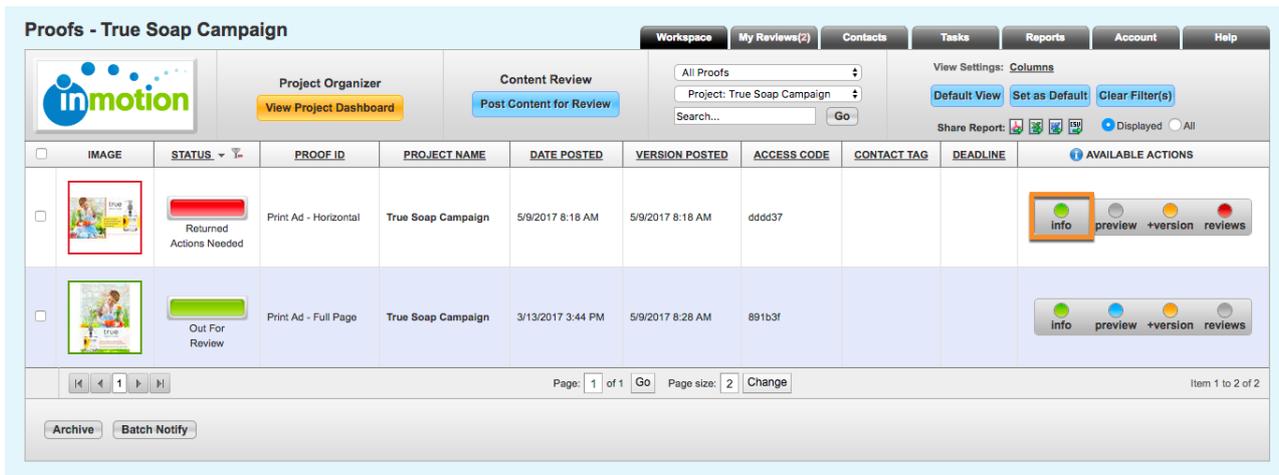


# Reassigning Proofs to Another Project

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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.



The screenshot shows the 'Proofs - True Soap Campaign' workspace. It features a navigation bar with tabs for 'Workspace', 'My Reviews(2)', 'Contacts', 'Tasks', 'Reports', 'Account', and 'Help'. Below the navigation bar, there are sections for 'Project Organizer' (with a 'View Project Dashboard' button) and 'Content Review' (with a 'Post Content for Review' button). A search bar is present with 'All Proofs' selected and 'Project: True Soap Campaign' entered. The main area contains a table with the following columns: IMAGE, STATUS, PROOF ID, PROJECT NAME, DATE POSTED, VERSION POSTED, ACCESS CODE, CONTACT TAG, DEADLINE, and AVAILABLE ACTIONS. Two proof entries are visible:

IMAGE	STATUS	PROOF ID	PROJECT NAME	DATE POSTED	VERSION POSTED	ACCESS CODE	CONTACT TAG	DEADLINE	AVAILABLE ACTIONS
	Returned Actions Needed	Print Ad - Horizontal	True Soap Campaign	5/9/2017 8:18 AM	5/9/2017 8:18 AM	ddd37			info preview +version reviews
	Out For Review	Print Ad - Full Page	True Soap Campaign	3/13/2017 3:44 PM	5/9/2017 8:28 AM	891b3f			info preview +version reviews

At the bottom of the table, there are navigation controls including 'Page: 1 of 1', 'Go', 'Page size: 2', 'Change', and 'Item 1 to 2 of 2'. There are also 'Archive' and 'Batch Notify' buttons at the bottom left.

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:		 1 of 3	Actions Needed ▾
Proof ID:	Print Ad - Horizontal		
Project Name:	True Soap Campaign ▾		
Access Code:	000037		
Deadline:	<input type="text"/> 		
Owner:	Grace ▾		
User Filter Group:	Print ▾		
Subscriber List:	<a href="#">View/Edit</a>		
Web Page URL Reference:	None		<a href="#">Edit</a>
Instructions:	<p><b>B I U</b>   Font size ▾</p> <p><b>How to review content:</b>            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)</p>		
Proof Posted Date:	5/9/2017 8:18:10 AM		
Current Version:	1 (5/9/2017 8:18:10 AM)		
Approval Statuses:	<input checked="" type="checkbox"/> Approved as is <input checked="" type="checkbox"/> Approved with changes <input checked="" type="checkbox"/> Change and resubmit <input checked="" type="checkbox"/> Contact me <input checked="" type="checkbox"/> Not relevant Approval statuses can't be changed under current proof state.		