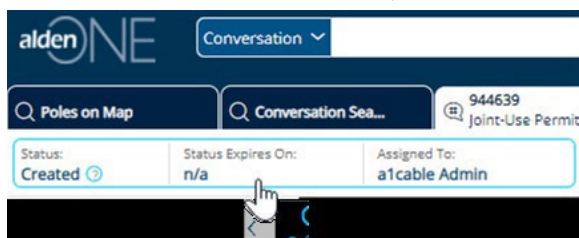# Changing a Conversation's Status or Manually Assign a Conversation

Whenever you want to submit the application, move the status forward or backward, or change to whom the conversation is currently assigned, you will follow these two options:

OPTION 1

1. From any tab, click the **Status** section (that highlights when you hover the mouse over it).

OPTION 2

1. From any tab, select the **I want to... menu**.
2. Click the **Change the Status and/or Assignment**.

CHANGE THE STATUS AND/OR ASSIGNMENT

1. Once in the **Change the Status and/or Assignment** window, click the option you wish to take under **Select an Action**.
   NOTE: This step can be skipped if just changing the current assignee. As needed, click in the **Add Note** field and add notes.
2. If changing the Conversation Assignment, click in the **Assign Conversation** field, then enter the name and select the user being assigned.
   NOTE: You can also change who's assigned from the **Contacts & Companies** tab.
3. Click **Save**.