# Undo assignment on assign screen

09/16/2024 1:15 pm MDT

If you make a mistake assigning files into cards, you can undo it 2 ways

# From the assign screen



1) Go to the **Assigned** tab, and

2) Click the **Rollback Latest Assignment** icon. Note that if the document has already undergone additional workflow, (submittal, routing etc), this icon will NOT appear.

These actions will put the document BACK into the **Unassigned** tab, where you can again drag it onto the card list.

# From the history screen (for the card)

1) You can click the rollback function

2) You can reassign the file to a new card. this is the only option if there has been actions against the card since the last assignment.