Reassign contacts in bulk •

This article applies to:

Please note that the method described below is considered a "work-around" as currently, there is no other way to accomplish this directly.

1. Click on Reports in the left-hand menu



2. Click on the Email engagement tracker report

Email batch results
This report will display information about all sent emails. This includes
Email engagement tracker
See and manage your contacts' email engagement stats and confirmation of the state
Unsubscribe tracker
See who's unsubscribed from your emails and the feedback they've s

3. From here, you can select the contacts that you would like to reassign by checking the boxes next to their name

	345	Unengaged Marketable	Jed Dorfman	frankie@contentrer
	627	Unconfirmed	Julie Cherry	julie@hooliind.com
رآلس	248	Unengaged Marketable	Andrew Jamisen	Andrew.Jamisen@e
	479	Unengaged Marketable	Big Jackson	bigjack072@yahoo
	355	Unengaged Marketable	Dave Tullv	davet@commercilin

4. Now, click the Actions button and choose, Reassign contacts (batch)



5. Choose the owner you would like to assign these contacts to from the dropdown

Your search returned 2 results . This action will re-assign contacts to a new user.						
Reassign to:	Jonathan Morrow	~				
Also Reassign All Leads	Please select a new user:					
	Jack Smithson					
	Jonathan Morrow					
Process Action	Martin Cash					
	Michael Indrelunas					
	Phillip Michieli					
	Service Design					
	Stacy Fabian, at Keap					

6. Click Process Action

Reassign to: Jonathan Morrow ~	
Also Reassign All Leads	
Process Action Cancel	

7. Wait a few seconds and the page will update, letting you know the process is complete