



User Manual

# Applicant

## Transferring a Project

# Transferring a Project

The screenshot shows the 'Work Area' dashboard. On the left, there is a sidebar with 'Actions' including 'Transfer' (highlighted with a blue box and arrow). The main area shows 'General' statistics for Notifications, Signatures, Transfers, and Shared items, all with a count of 0. Below is a 'Projects' table with 3 entries.

Project Id	Project Title	User	Date Modified	Transfer Status
P-003	1107	Mr. David Fillmore	20-Nov-2019 12:02	20-Nov-2019 12:03
Proj-002	1106	Mr. David Fillmore	20-Nov-2019 11:59	20-Nov-2019 12:01
Proj-001	1105	Mr. David Fillmore	20-Nov-2019 09:45	20-Nov-2019 11:54

Click the Transfer tile

Enter recipient's e-mail address

Select project

The 'Transfer Projects' dialog box contains a warning: 'Please note that you will lose all access to this project.' The recipient email is 'dfillmore\_applicant@veritasirb.com'. An optional message field contains 'All yours now, good luck.' Below is a search bar and a table of projects.

User	Project Id	Project Title
<input type="checkbox"/>	1105	Proj-001
<input type="checkbox"/>	1106	Proj-002
<input checked="" type="checkbox"/>	1107	P-003

Buttons: Transfer, Close

Note: If the project you wish to transfer is in a folder, then you need to be in the folder when you click on the Transfer tile.



## Contact Us

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