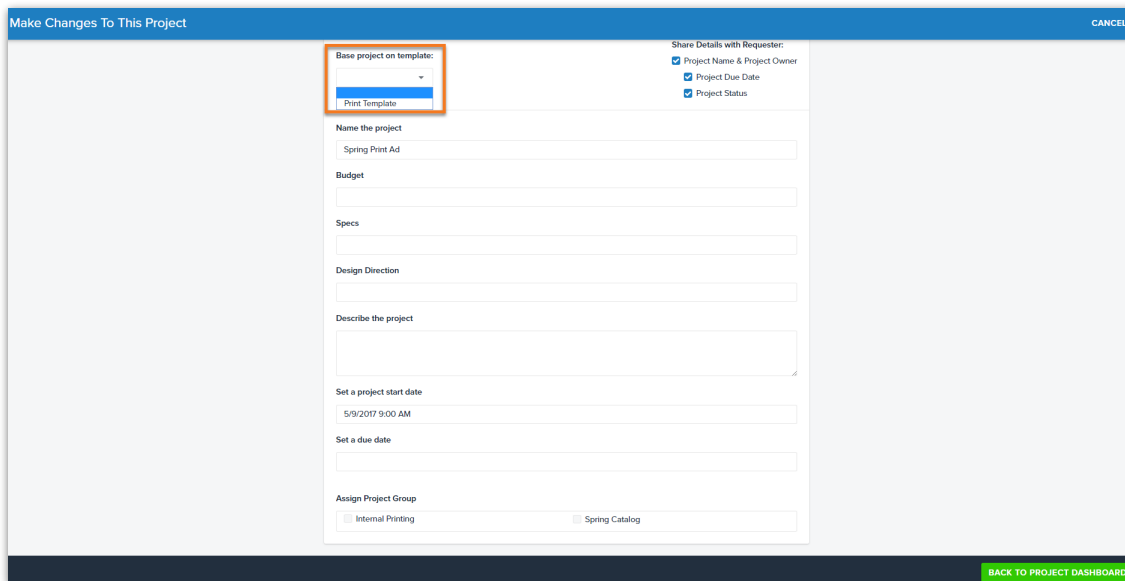


Assigning Project Templates to Existing Projects

Published on 02/16/2016

Project templates can be assigned at any point during the project lifecycle. To do so, navigate to your **Project Dashboard** then click the **'Edit'** button in the **'Overview'** section. You can then choose a project template from the dropdown menu.



Make Changes To This Project CANCEL

Base project on template: Print Template

Share Details with Requester:
☒ Project Name & Project Owner
☒ Project Due Date
☒ Project Status

Name the project
Spring Print Ad

Budget

Specs

Design Direction

Describe the project

Set a project start date
5/9/2017 9:00 AM

Set a due date

Assign Project Group
☐ Internal Printing ☐ Spring Catalog

[BACK TO PROJECT DASHBOARD](#)



If you've previously assigned a project template to the project and you're updating it by assigning a new template, the new template will overwrite any data associated with the previous template.

Below is an example of the warning message you'll receive if your project template assignment is going to overwrite existing project information.

