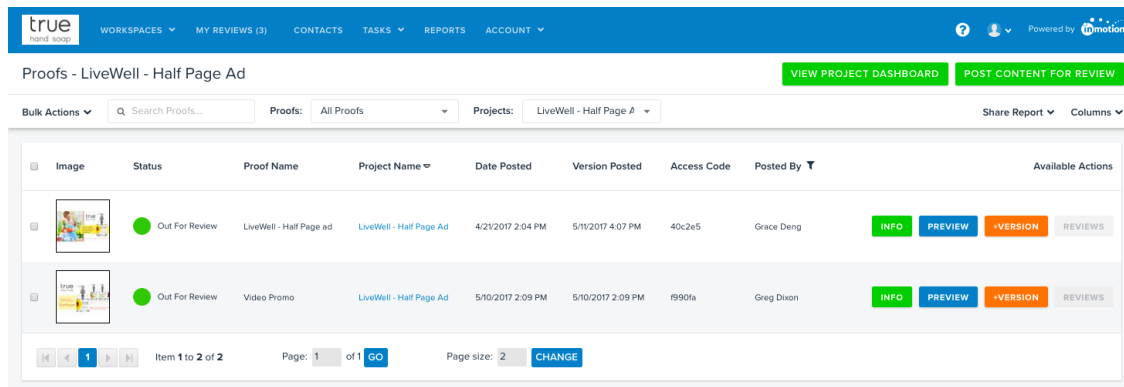




# Reassigning Proofs to Another Project

Published on 03/08/2016

If a proof has been assigned to the wrong project, you can easily reassign proofs to the correct project. From the **Proofs Workspace**, locate the applicable proof and click on the **Info** action button.



The screenshot shows the 'true brand shop' interface. The top navigation bar includes links for WORKSPACES, MY REVIEWS (3), CONTACTS, TASKS, REPORTS, and ACCOUNT. The main header indicates the current workspace is 'Proofs - LiveWell - Half Page Ad'. Below this, there are filters for 'Bulk Actions', a search bar, 'Proofs' (set to 'All Proofs'), and 'Projects' (set to 'LiveWell - Half Page Ad'). A table lists two proofs, both with a status of 'Out For Review'. The first proof is 'LiveWell - Half Page ad' and the second is 'Video Promo'. Both are assigned to the 'LiveWell - Half Page Ad' project. The 'Available Actions' column for each proof includes buttons for 'INFO', 'PREVIEW', '+VERSION', and 'REVIEWS'. The 'INFO' button for the first proof is highlighted in green. At the bottom, there is a pagination bar showing 'Item 1 to 2 of 2', 'Page: 1 of 1', and 'Page size: 2'.

Image	Status	Proof Name	Project Name	Date Posted	Version Posted	Access Code	Posted By	Available Actions
	Out For Review	LiveWell - Half Page ad	LiveWell - Half Page Ad	4/21/2017 2:04 PM	5/11/2017 4:07 PM	40c2e5	Grace Deng	INFO PREVIEW +VERSION REVIEWS
	Out For Review	Video Promo	LiveWell - Half Page Ad	5/10/2017 2:09 PM	5/10/2017 2:09 PM	t990fa	Greg Dixon	INFO PREVIEW +VERSION REVIEWS

From the **Proof Info** page, click on the **Edit** button in the **Proof Details** column. Choose the correct Project Name from the applicable dropdown menu and click **Save**.

## Proof Details

SAVE

### Proof Status

Out for Review

### Proof Assets



DOWNLOAD 

### Proof Name

Video Promo

### Project Name:

LiveWell - Half Page Ad

LiveWell - Half Page Ad  
Spring Campaign - Email Blast  
Spring Campaign - Social Media Video Clip  
Spring Campaign - Sunflower 7oz Label  
Summer Print Ad  
Web Campaign - Landing Page