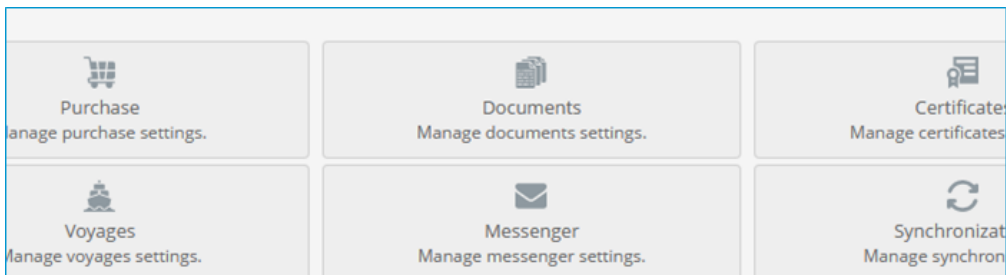
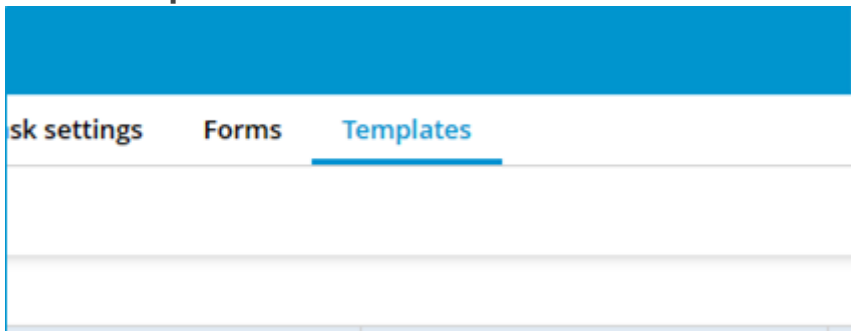


How do I create a template?

1. Click on **Administration** in the sidebar.
2. Select **Documents**.




3. Select **Templates**.



4. In the screen Manage templates, click on **New...** You can now enter the basic information from the new template.

A screenshot of the 'Template details' form. The form is titled 'Template details' and has a blue header. It contains several sections: 'Document file' (No file selected), 'Name' (text input), 'Confidential' (checkbox), 'Notify user' (checkbox), 'Custom attributes' (ID: 20, Type: dropdown, Description: text area, Tags: text input), 'Categories' (checkboxes for 100 Rules, RPR, Manuals, Equipment manuals, ISM, NCR FORMS, Fire drills, Archive, Reports, Non Conformity Reports, Incident report, Near miss, Noon reports, Arrival reports, Departure reports, Inventory, Document, 900 Webinar, NCR FORMS), 'Locations' (checkboxes for Select all, Mastex Cruise, Mastex General Ca..., Mastex Guard, Mastex Tanker, Mastex Trader, Mastex Trader II, Mastex tug, MXSuite inlander), and 'User groups' (checkboxes for Select all, Technical Departm..., Officer, Captain, Chief engineer, Office, Superintendent, Engineers, Crew WAV, Administrator, Only defects). There are 'Save', 'Save & close', and 'Close' buttons at the bottom.

5. Click on  to link the document.
6. Enter the **Name** for the template.
7. Select the **Categories** for which the template can be used.
8. Select the **Locations** that can use the template.
9. Select the **User groups** that can use the template.
10. Click on **Save & close** to create the template.

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