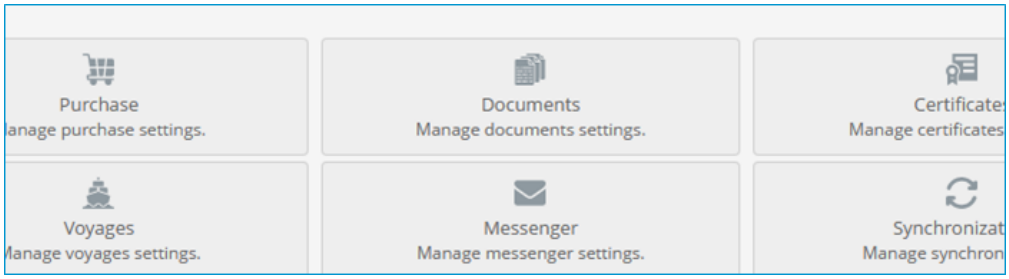
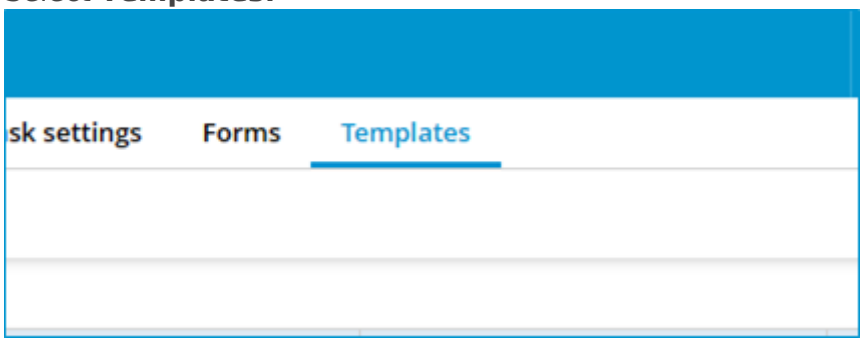
How do I create a template?

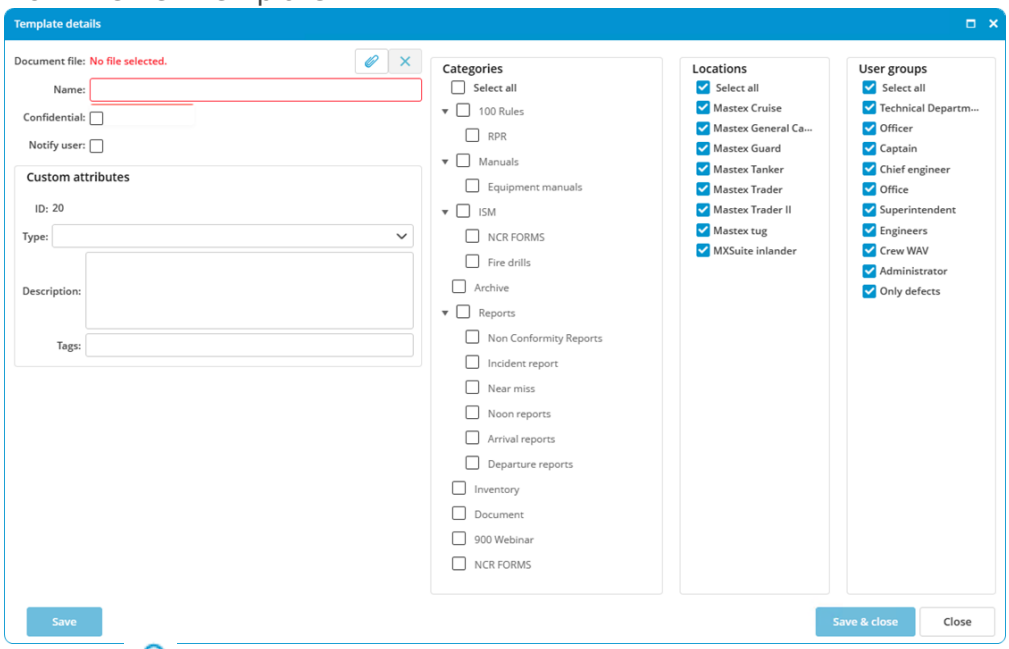
1. Click on **Administration** in the sidebar.
2. Select **Documents.**



3. Select **Templates.**



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



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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