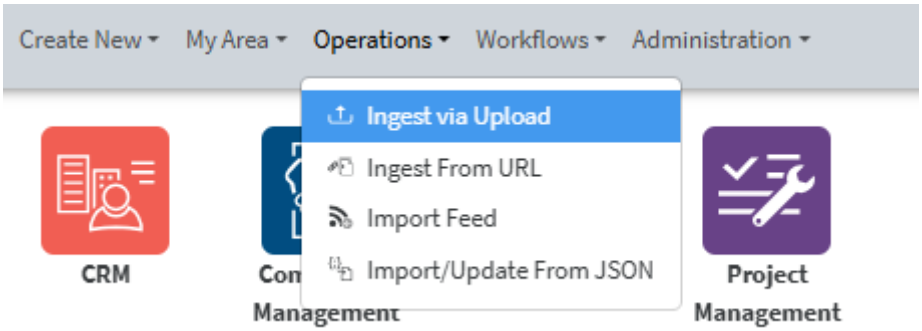
Document Templates

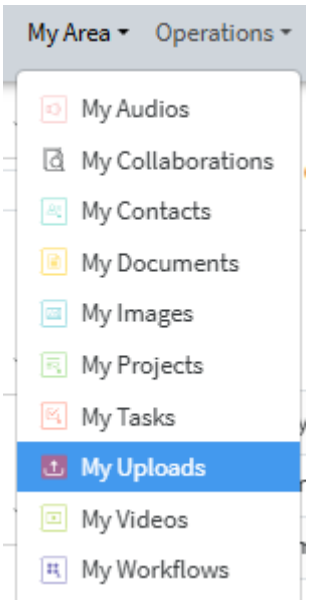
Creating Template

Template is the file to be used as a template in .docx format and has to be added in the system.

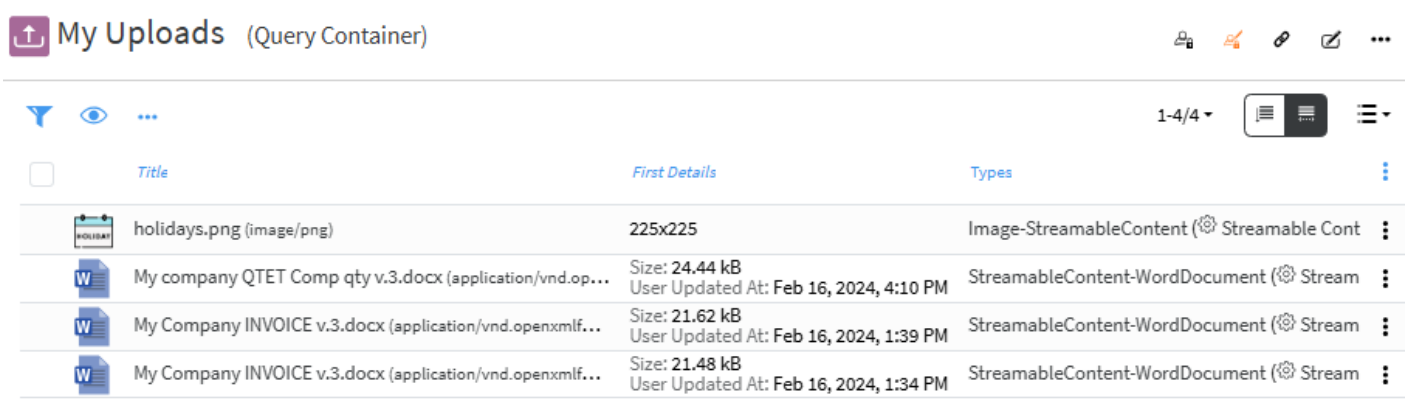
The file is added via Operations – Ingest via Upload



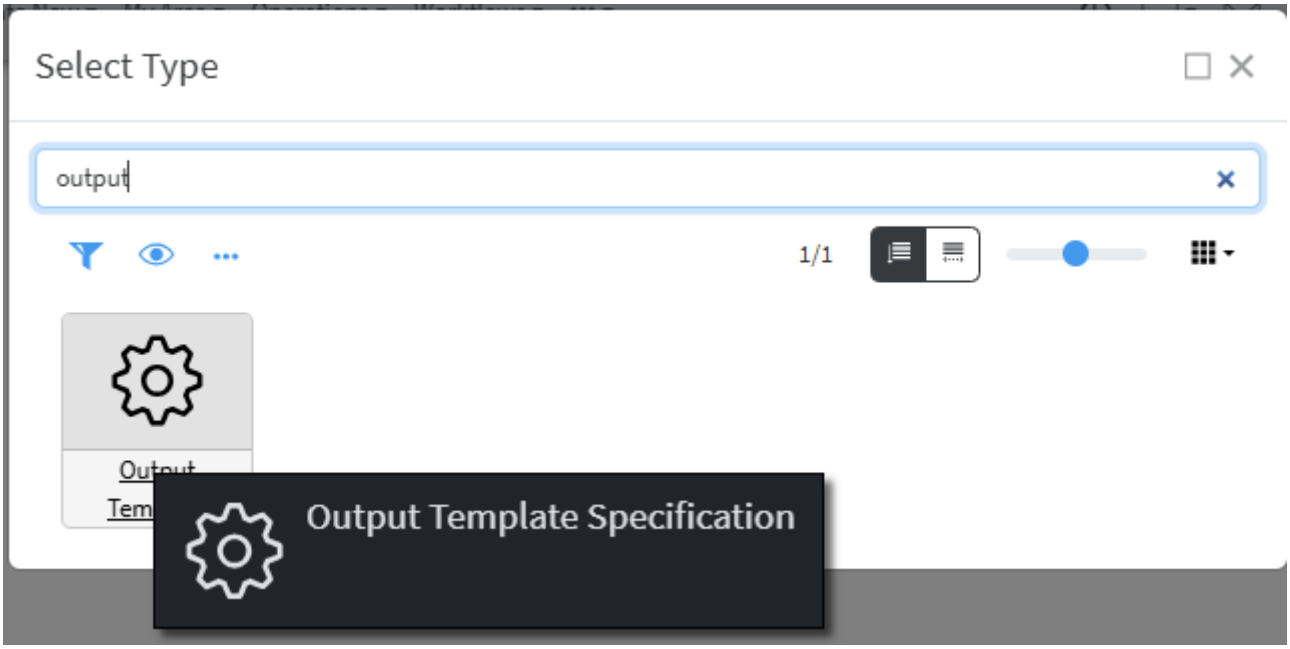
The file uploaded will then appear in My area/ My uploads section if the upload is done by you,



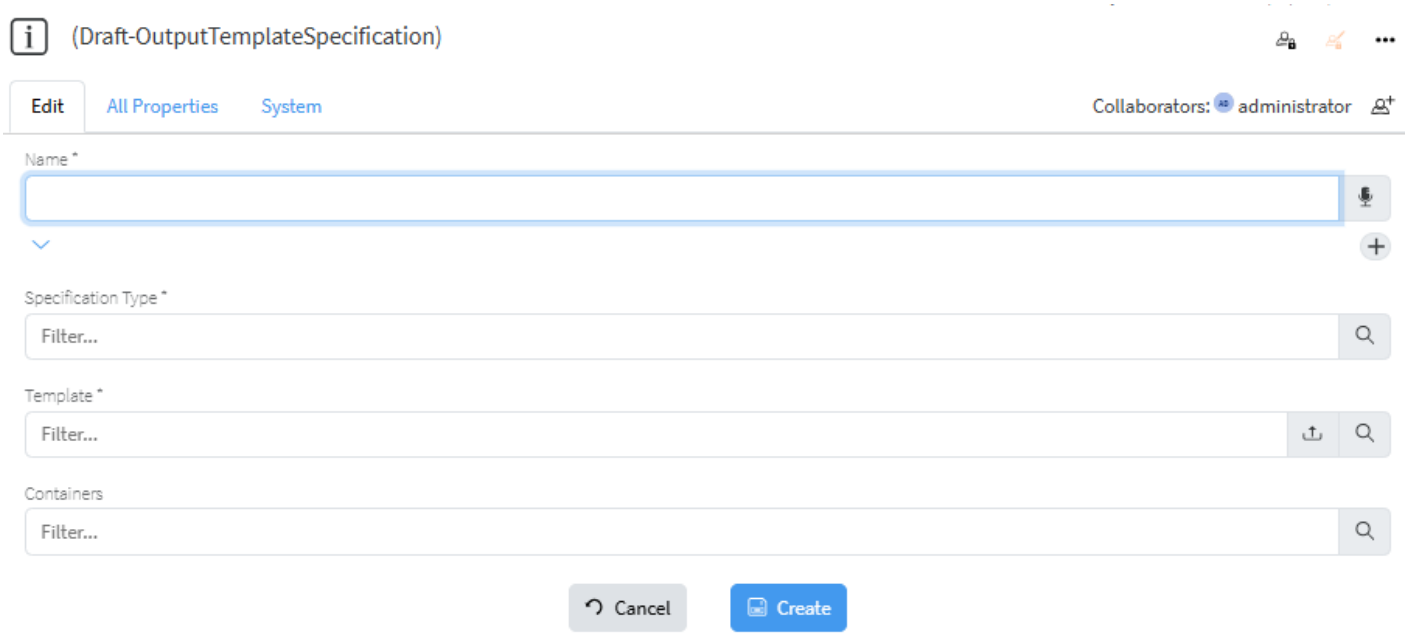
or has to be found in the system, if previously uploaded by someone else.



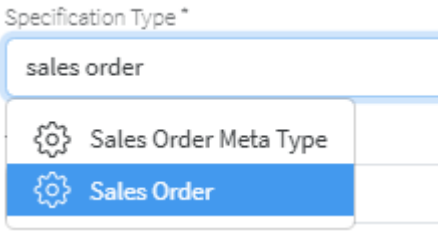
Output Template can be created by **Create New** – **Other** – **Output Template Specification** (it will appear if you start typing "output")



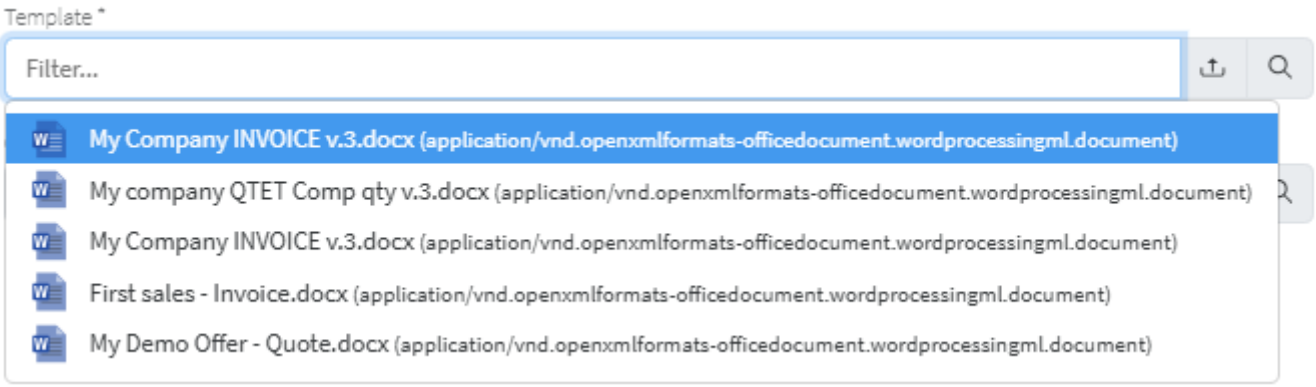
You need to set a Name and Specify the type to which that Template will be used.



The Type has to be specified and can be easily found by typing at least one of the words in its name.

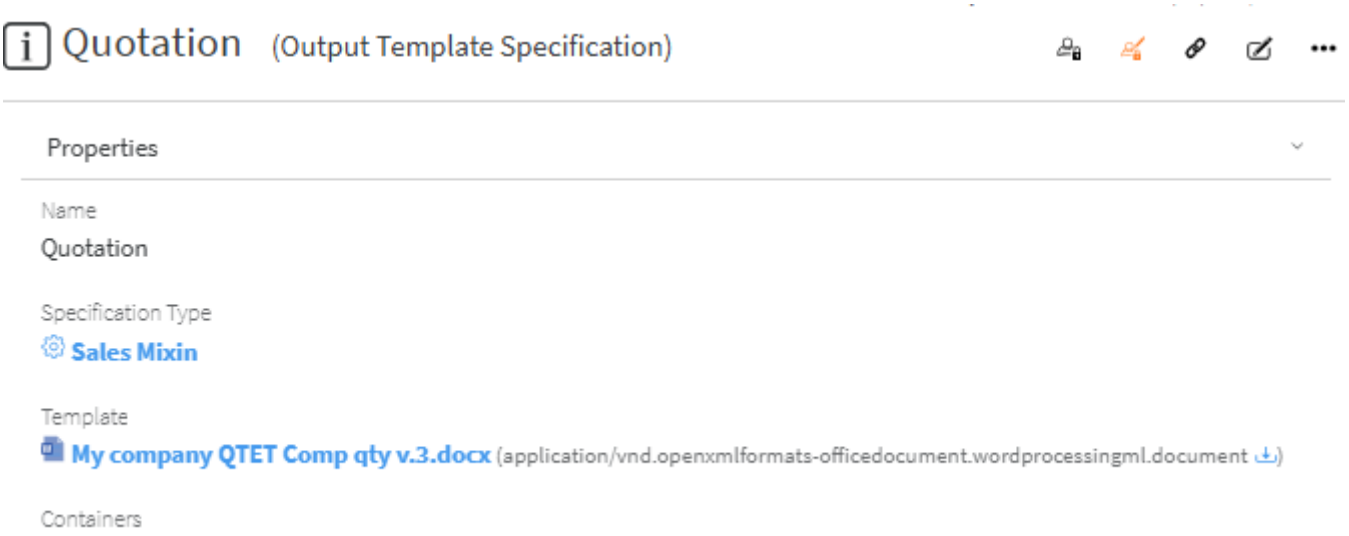


The file to be used is selected



If .docx file to be used as template is not previously uploaded in the system, that can be done directly from this step by pressing on the  which will open file manager to choose file from your computer to upload (ingest).

The process is finished by pressing Create button and the object is created.



Revision #2
Created 15 November 2024 15:20:46 by Pierre

Updated 24 February 2025 11:14:32 by Marie