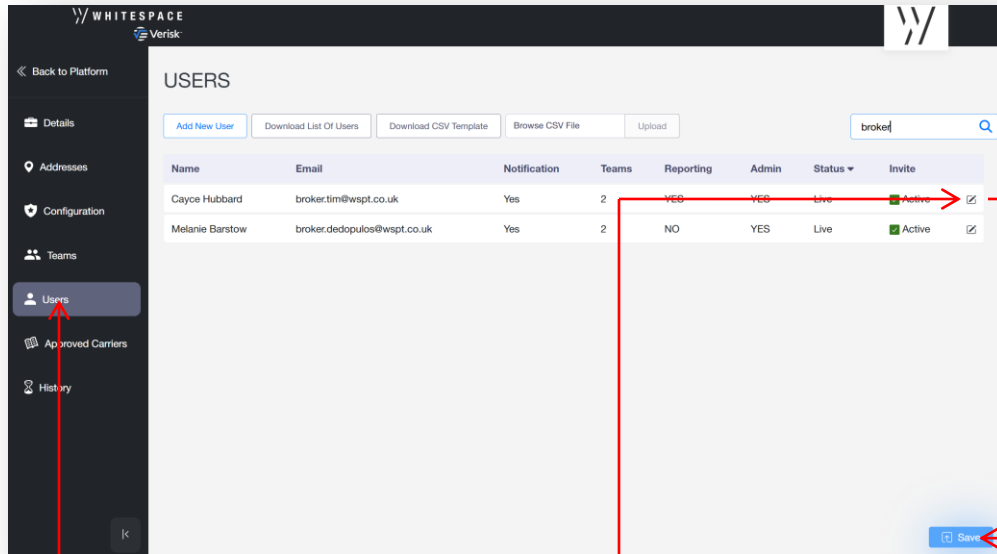


# Changing a User's Template Manager Status



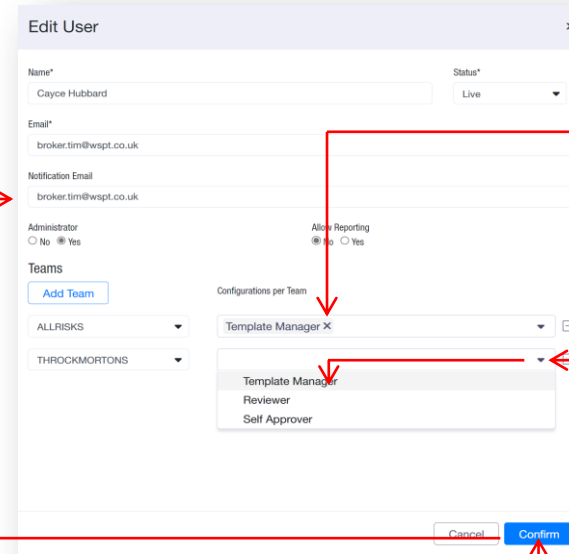
Enter the admin portal and click on the 'Users' tab

Click on the pencil-and-paper 'edit' icon in the row belonging to the user you wish to edit.

## **Please Note:**

By default, users are given Template Manager status for the teams they belong to.

Please also note that the user's Internal Review 'Self Approver' status can be set here.



To remove the user's Template Manager status for a given team, click the 'x' next to the label in the team's row.

To add Template Manager status to the user for a team, click on the down-arrow at the end of the line next to the team name and select 'Template Manager' from the drop-down menu.

Once you have made your desired changes, click 'Confirm' to accept them and then 'Save' in the admin portal to apply them.

## **Please Note:**

If you leave the admin portal before clicking 'Save', your changes will be discarded.