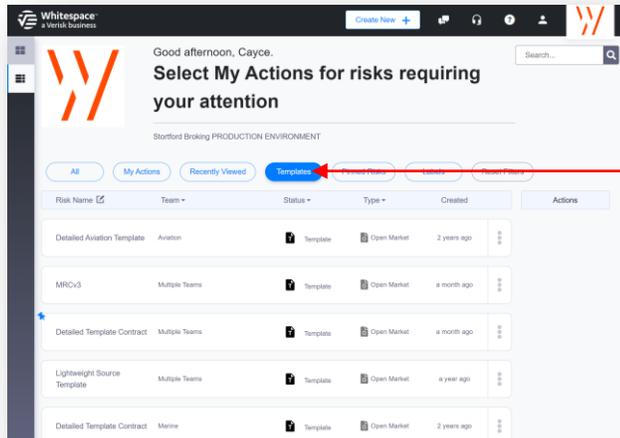


Cloning a Template Shared With Your Team

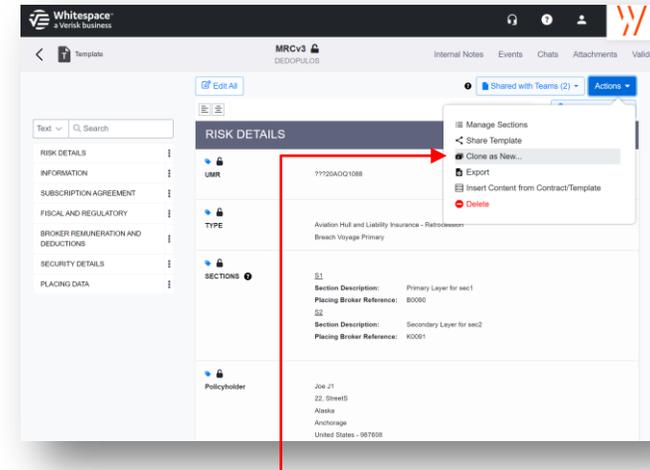
1.



Click on the 'Templates' filter lozenge above the top row of the dashboard to list only the templates in your inbox.

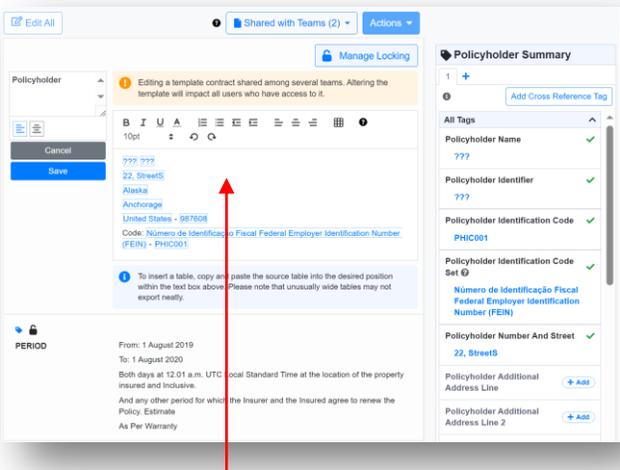
This allows you to easily see all the templates that you have access to.

2.



To clone the template to a new contract within your team, open the template and select 'Clone as New' from the blue drop-down 'Actions' menu.

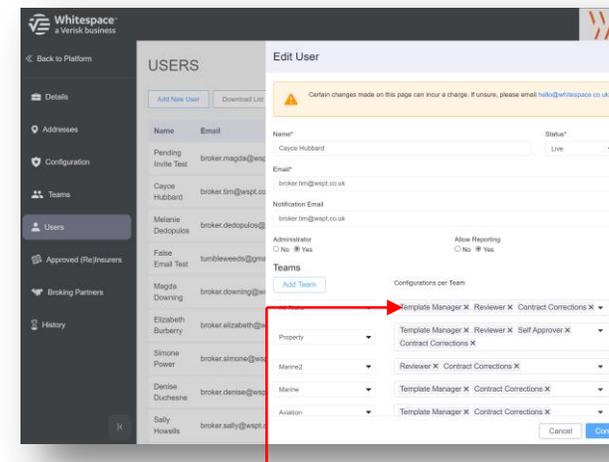
3.



Template Managers can also clone a local copy of a shared template for their own team.

Please note that a local copy of this sort will **not** be updated when the original template is revised.

4.



Users with access to the Admin Portal can assign the Template Manager permission to users on a team by team basis by editing the user's entry.

Users with the Template Manager permission can edit or delete shared templates. Please note that doing so changes or deletes the template for all users who can access it, not just for your team.