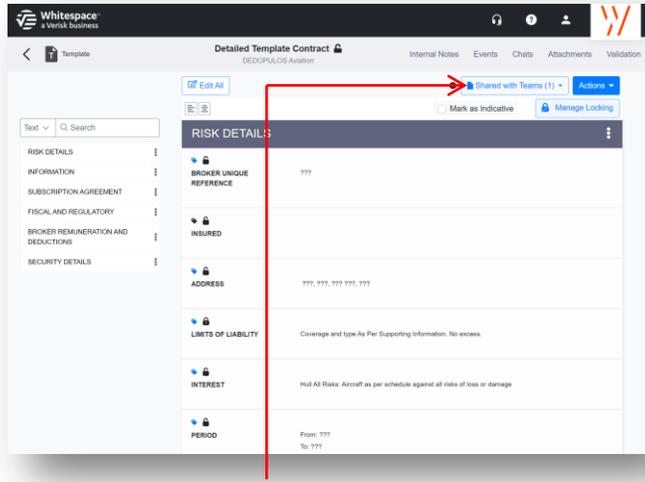


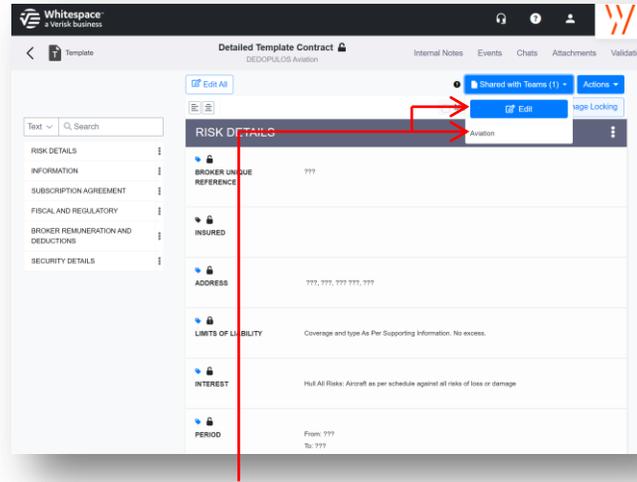
Managing Access to a Template for Multiple Teams

1.



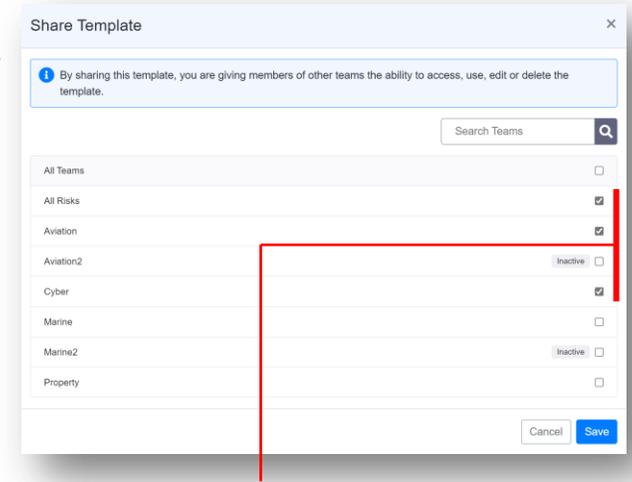
If viewing a template, Template Managers see a 'Shared With Teams' button which includes the count of teams with access.

2.



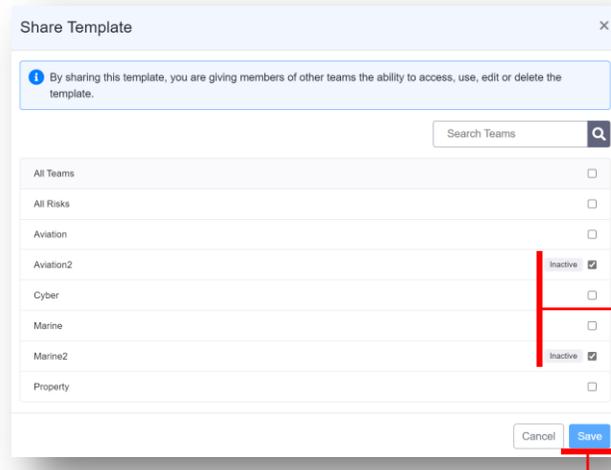
Click to see the list of teams which currently have access to the template, and select 'Edit' to add or remove teams.

3.



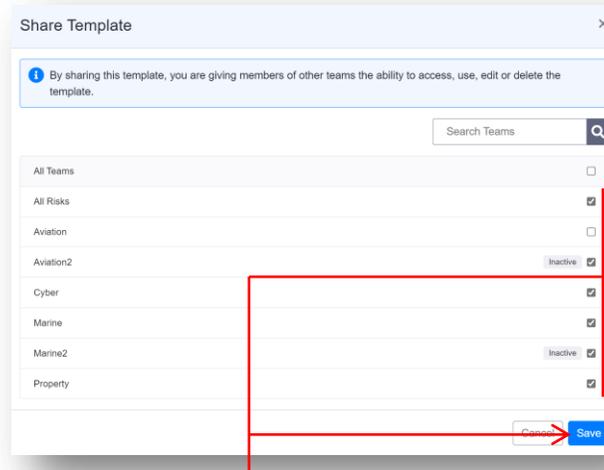
Tick or untick a team to manage access. Teams do not get separate copies, they get full access to the base template.

4.



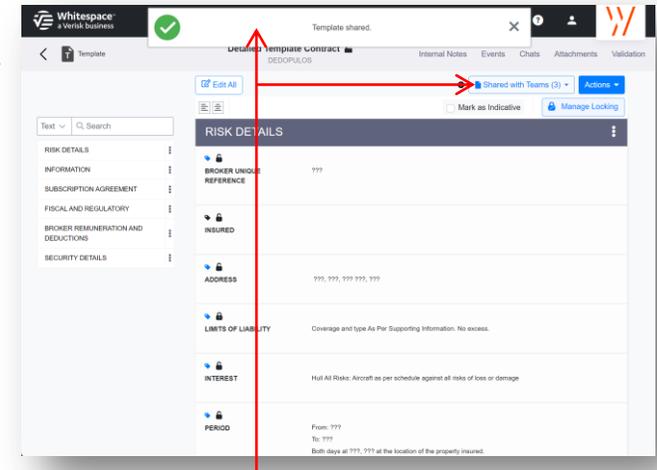
Please note: templates do not need to stay shared with the team they were created in.

5.



Template Managers do not need membership of a team to grant or revoke template access for that team. Click 'Save' to apply changes.

6.



When changes are made, the team count on the 'Shared With Teams' button is updated. Note that editing or deleting the template changes/removes it for all users in all teams that have access to it.