Cloning and modifying templates

You can clone templates from any of the template folders.

Most of the templates you will need can be found in Megan's *All Shared Templates* and if you can't find it there, try the custom templates Sitka has created for us.

Under *Shared Folders*

> **click on the arrows beside** *Templates > m.nelson*
>
> **then click on** <u>All Shared Templates (BSD)</u>

OR

> **click on the arrows beside** *Templates > Sitka Templates > Custom Templates (SITKA)*
>
> **then click on** <u>BSD – SD63 (BSD)</u>

To clone a template:

1. Click in the box beside the template name to select it. (*ex. All Items out for whole school*)

2. From the drop-down menu at the top, select *Clone selected template.*

3. Click *Submit*

4. Click on the folder where you want to store the template –*Items Out*

5. Click Select Folder

6. A new window will open with an overview of your new template. You can change the name, add a description or modify the template (see *Modifying a template* below)

7. Click Save. Then click OK in the next two pop-up windows.
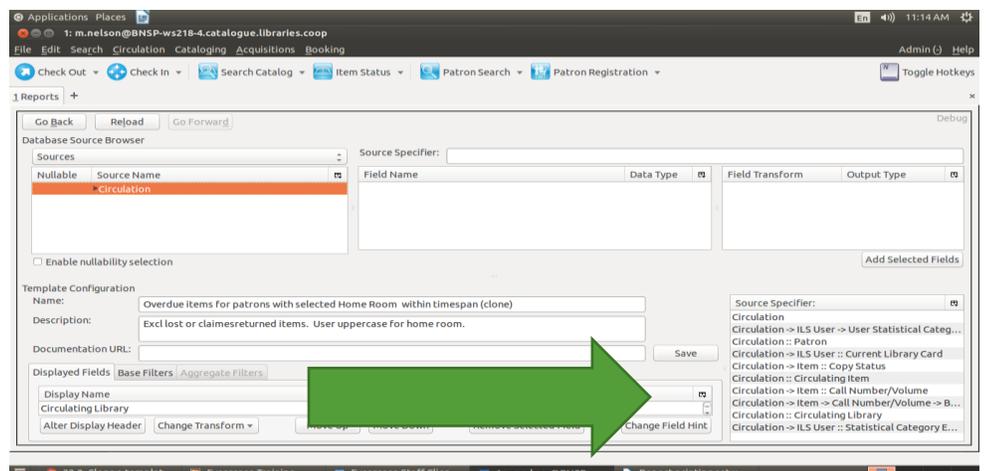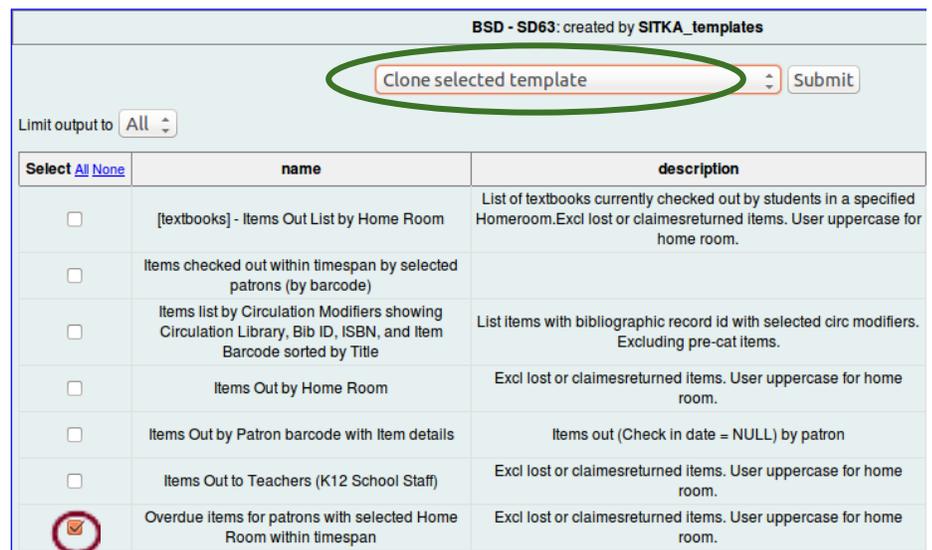
Modifying a template

1. In the *Template Configuration* section, you can change the name of your template or update the description

2. Click on D*isplayed Fields* tab to see which fields will display in your report
   - Depending on your monitor display, this could be a very small area. Use the areas on the right side of the box to move up and down

3. To remove a field, click on the row to select it and click *Remove Selected Field*

4. The fields show in the order they appear in the report. Change the order by clicking on the row to select it and then click *Move Up* or *Move Down*