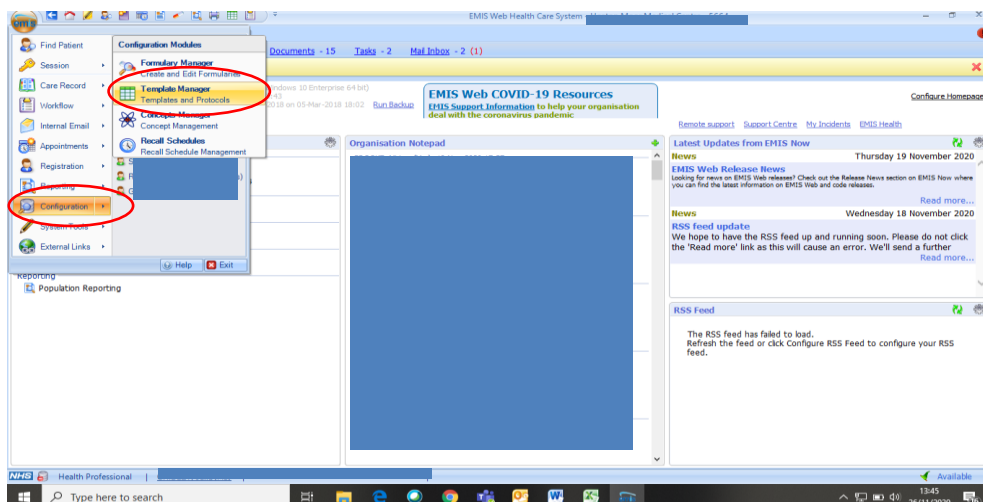


## 77. Upload a Template to EMIS

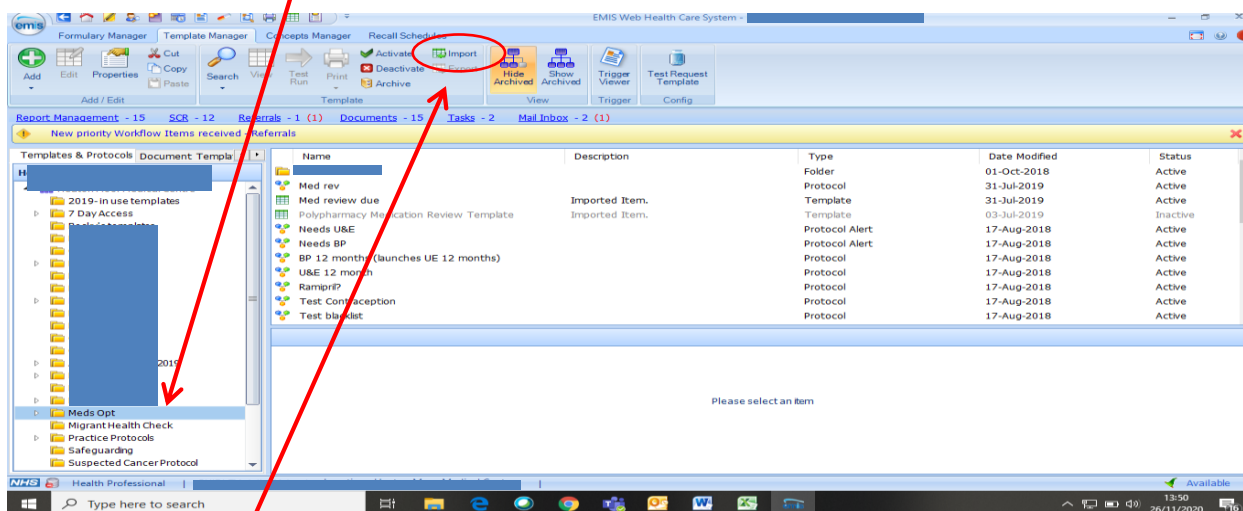
Reference	How To Guide 77	Approval date 1/12/2020
Version	1.0	Review date 1/12/2021

### Procedure

- Save the template to your desktop or preferred location in My Documents
- Go to configuration on the EMIS ball, click on Template Manager



- Find the correct folder to store the template or create a new one



- Click Import
- Go to your desktop and double click on the template document to be imported
- The template is now available for use

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