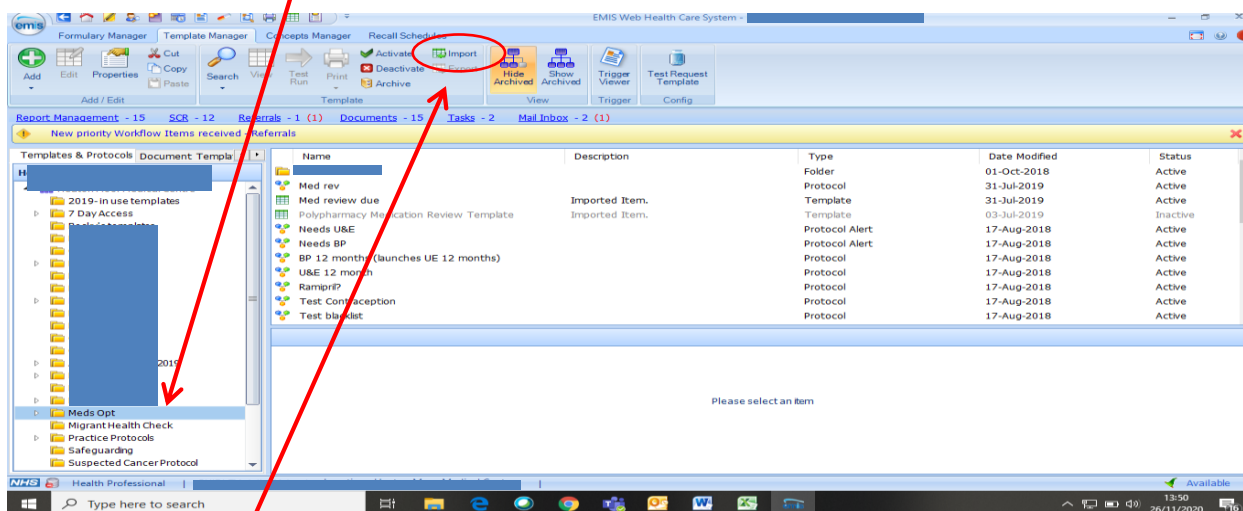| 77. Upload a Template to EMIS		
Reference	How To Guide 77	**Approval date 1/12/2020**
Version	1.0	**Review date 1/12/2021**

Procedure

- Save the template to your desktop or preferred location in My Documents
- Go to configuration on the EMIS ball, click on Template Manager
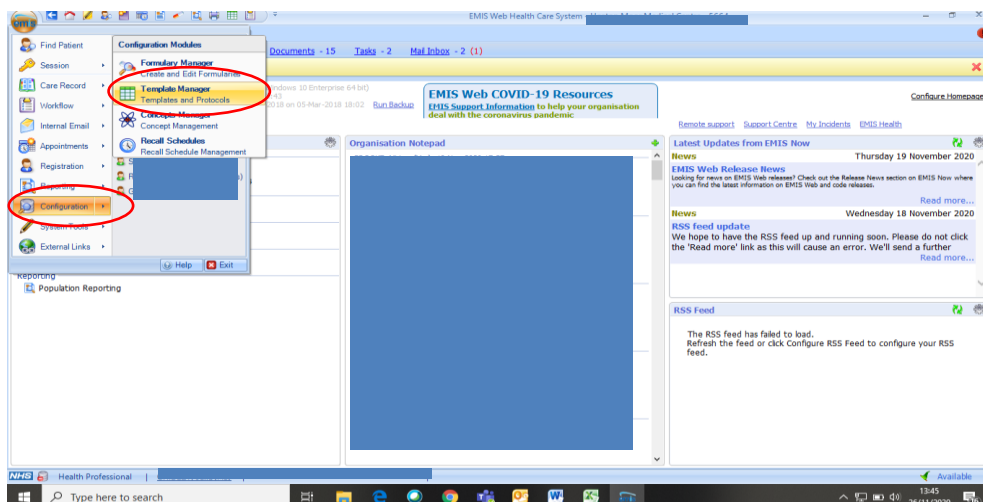
- Find the correct folder to store the template or create a new one

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