

Managing and copying templates in Fluency for Imaging Administration (FFI) allows staff to copy templates from other providers to streamline the workflow.

➤ Copying Templates.

**STEP 1:** To copy a template from another provider select **Find**.

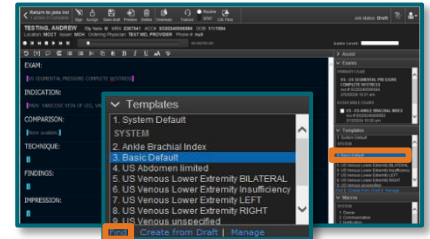
- When logged in, the Basic Default report template will display.

**STEP 2:** Select the dropdown to locate the **owner** of the template, **Modality**, **Body Part**, and click **Search**.

**STEP 3:** Select the **provider** that has a template to copy.

**STEP 4:** Select the template to be used. Select **Copy to My Templates** to copy it to Personal Templates. Click **Insert**.

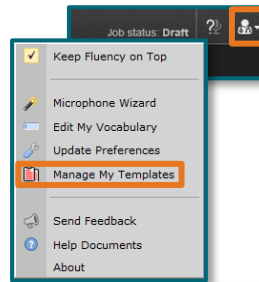
**STEP 5:** Once the template is copied it will be listed under **Personal Templates**.



➤ Managing Personal Templates

**STEP 1:** Select the dropdown arrow.

**STEP 2:** Select **Manage My Templates**.



**NOTE:** Custom templates will be listed in the **Personal Template Manager**.

**STEP 3:** To edit a template, select a template and click **Edit**.

**STEP 4:** Edit the template in the **Template Editor**.

**STEP 5:** When done editing the template, click **Save**.

