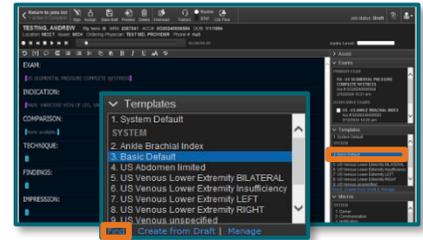


Managing and copying templates in Fluency for Imaging Reporting (FFI) allows providers to copy templates from other providers to streamline the workflow.

➤ Copying Templates.

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

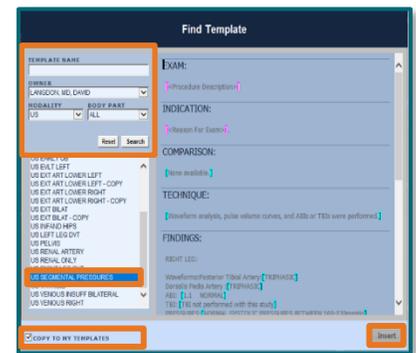
- When logged in, the Basic Default report template displays.



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.

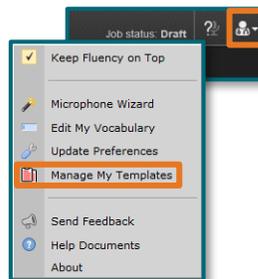


STEP 5: Once the template is copied it will be listed under **Personal Templates**.

➤ 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**.

