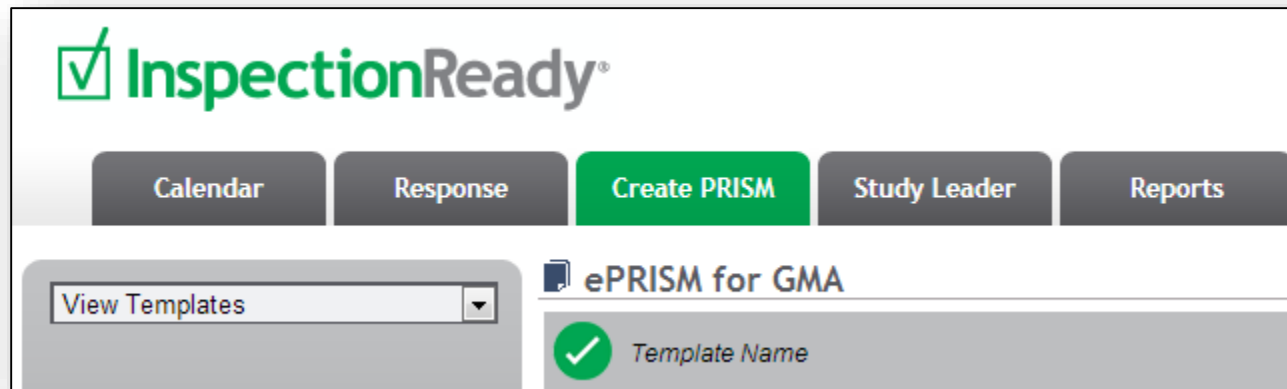


## Create PRISM Tab

### Template Name Color Bar

This reference guide is an overview of the **Template Name** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

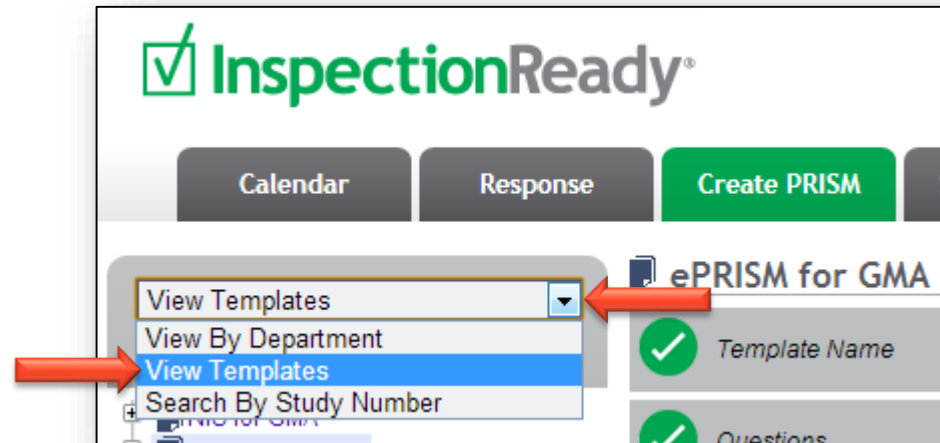
- ✓ Create new template
- ✓ Change template name



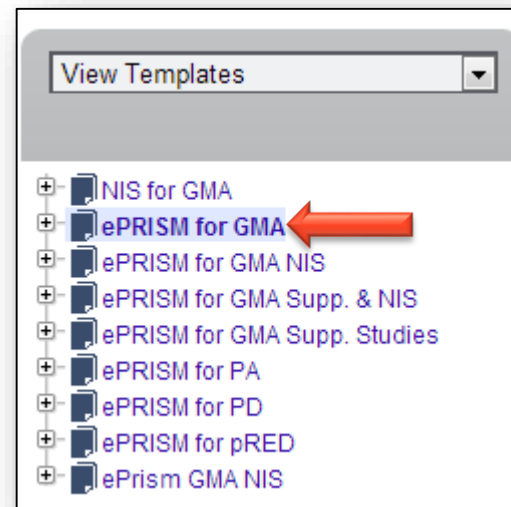
## Create New Template

### Create New Template

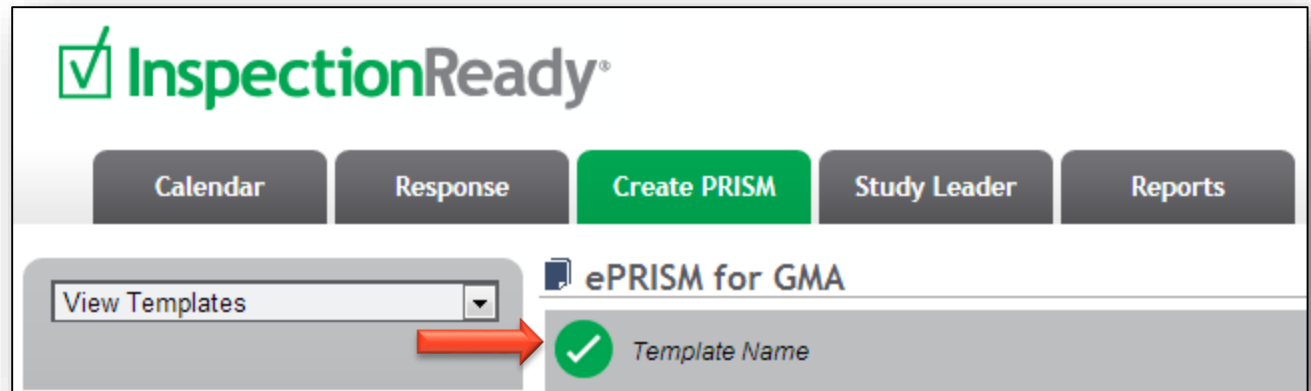
1. Select **View Templates**.



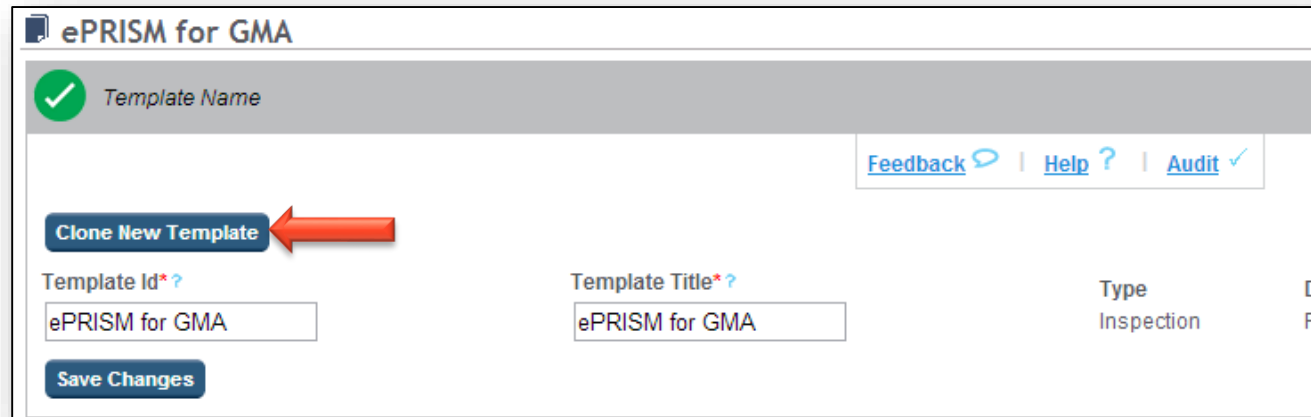
2. Select the **template** to create the new template from.



3. Click **Template Name**.



4. Click **Clone New Template**.



5. Enter the **Template Name** and **Template Title**.

6. Click [change](#) to select a different **Department** (if necessary).

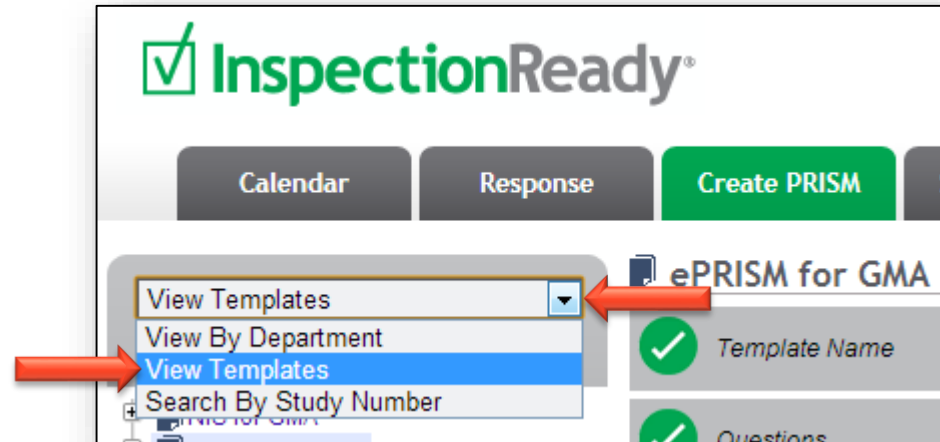
7. Click **Save Changes**.

The screenshot shows a 'CLONE TEMPLATE' dialog box with a close button (X) in the top right corner. On the left, a box contains the source template details: 'Template Name' (ePRISM for GMA), 'Template Title' (ePRISM for GMA), and 'Department' (PD/GMA). A green arrow labeled 'CLONE' points from this box to the right. Below the arrow, it says '156 Questions' and '27 Roles'. On the right, a box contains the target template details: 'Template Name\*' (ePRISM for gRED), 'Template Title\*' (ePRISM for gRED), and 'Department\*' (PD/GMA [change](#)). Red arrows point from the 'CLONE' text to the 'Template Name\*' field, from the 'CLONE' arrow to the 'Template Title\*' field, and from the 'change' link to the 'Department\*' field. At the bottom left of the dialog, there is a blue 'Save Changes' button with a red arrow pointing to it.

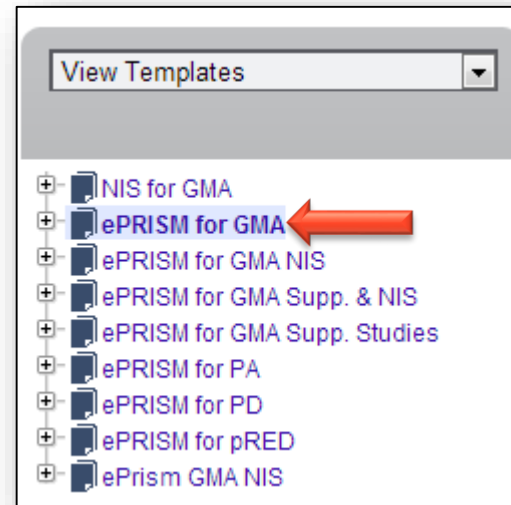
## Change Template Name

### Change Template Name

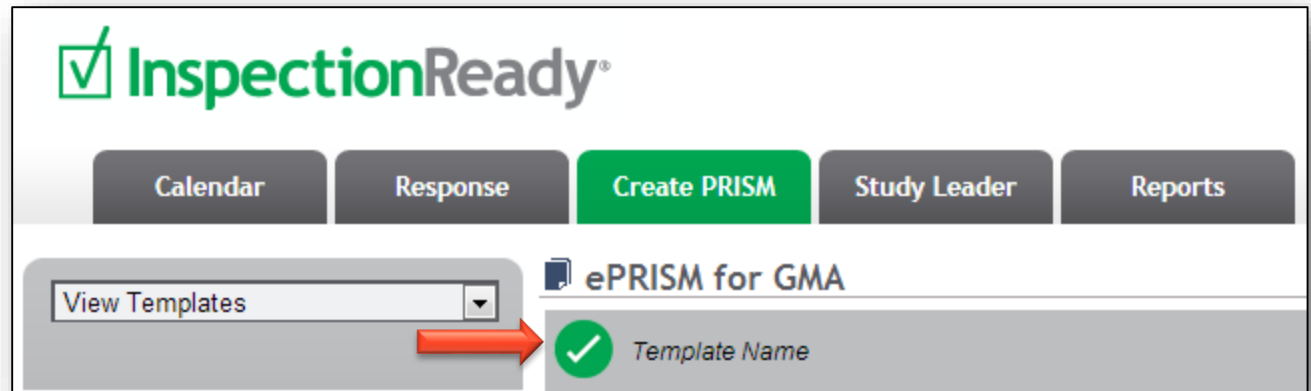
1. Select **View Templates**.



2. Select the [template](#) to change name.



3. Click **Template Name**.



4. Change **Template Id** and **Template Title**.

5. Click **Save Changes**.

