

# how to create a template 8 SIMPLE steps

Rules for choosing a detail template:

1. Lowest line of information
2. Everyone has to have at least one
3. If someone has more than one then it has to be the detail template

1  
select a sample line

2  
click on template, new template

3  
set traps

4  
highlight fields

5  
verify field boundaries

6  
name fields

7  
name the template

8  
click ok