
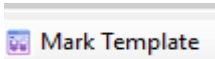


Helpful Hints

- **Template** is created by authorized personnel to help speedup their Safe Work Permit creation process
- Users with access to **create** a Safe Work Permit can create a personalized template
- Based on **access** one can make Global templates
- Instead of searching a Safe Work Permit from the past to clone, template feature will help **speedup** this process
- There can be **multiple** templates created from the same Safe Work Permit record.

Procedure

1. On the navigation pane, click on the **Safe Work Permit** icon  to navigate to the **Running Unit Safe Work Permit / Safe Work Permit** tab.
2. Search for any permit that you would like to make it as a template.
3. Select that record.

4. Click on the **Mark Template** button  to open the **Create Template** window. Complete the fields as required



If you do not see the above button you are not currently authorized to Safe work Permit or templates. Contact your OLT Site Administrator to request create permit access.

- a) Provide Name to the template
- b) Enter a category from the dropdown or type in a new one to create a new category.
- c) Based on your access you can create Global or personalized template.
- d) Click on **Save** to save your work and close the **Create Template** window.



All **Errors**  must be corrected before the **Template** can be saved and view by others.