CREATING A SAFE WORK PERMIT via TEMPLATE
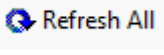## QUICK REFERENCE GUIDE (QRG)

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 view this template tab
- Users can view both Global and personal 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 to clone from the same Safe Work Permit record.
- Click on Refresh All button to get the latest records.

Procedure

1. On the navigation pane, click on the **Safe Work Permit** icon to navigate to the **Work Permit Template** tab.
2. Search for any Template you would like to clone.
   a) Use filter for better navigation
   b) All templates will be shown irrespective of the date it was created.

3. Select that record.
4. Click on the **Clone.**
5. This follows the regular Running Unit /Safe Work Permit Clone validation and features

> ⚠️ 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.

Note::

Edit and delete features for template will be provided during the following release.