

Create and Delete Templates

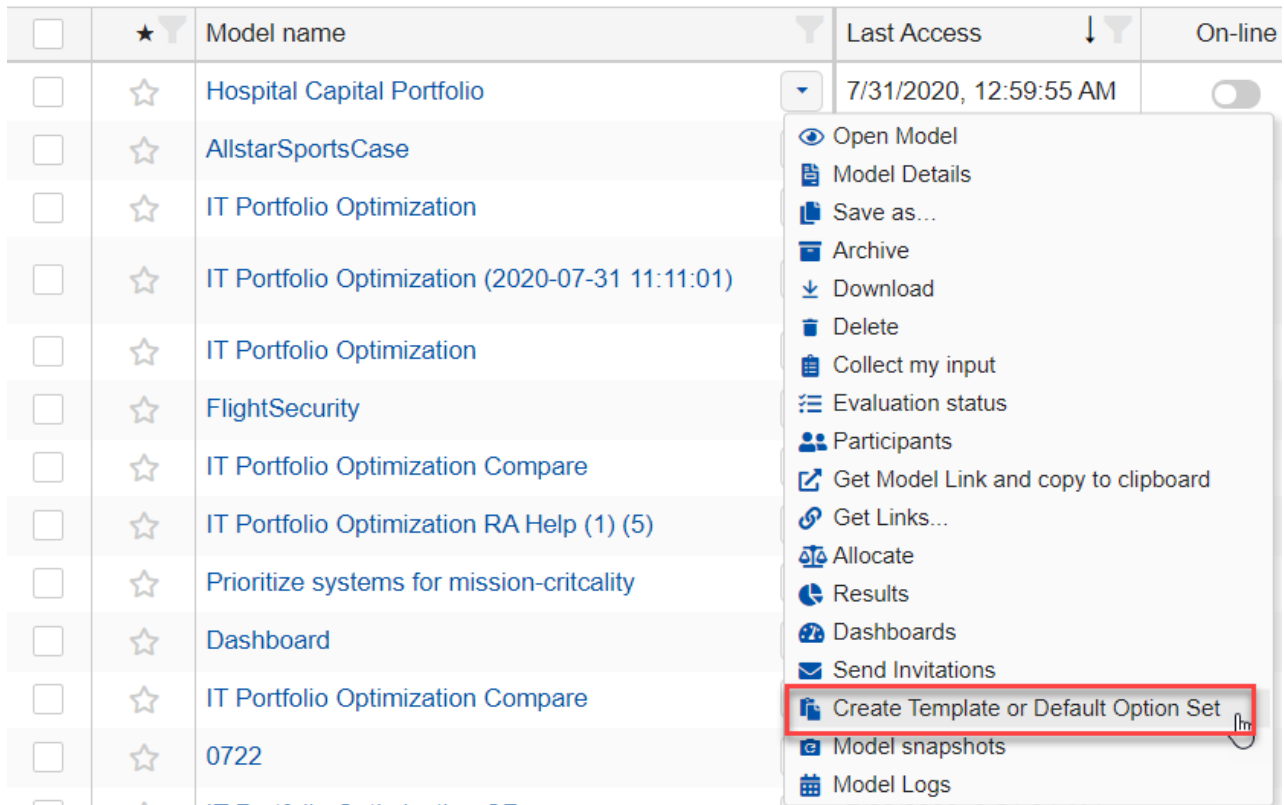
When you have a favorite model structure that you want to reuse, you can create a template from it and use it when creating new models.

A **Template** is used to create a new Comparison model with predefined:

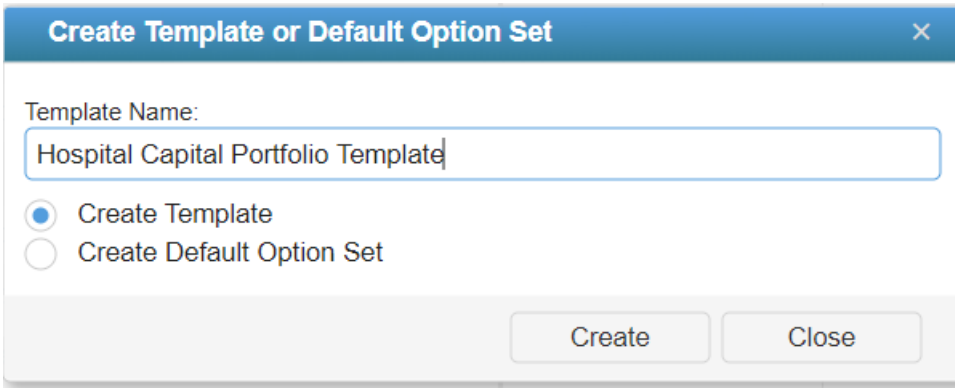
- objectives hierarchy,
- alternatives,
- information documents,
- contributions,
- groups and their evaluation roles,
- evaluation and measurement settings

Templates are created from an existing Comparison model in the **Models** or **Archives** tab.

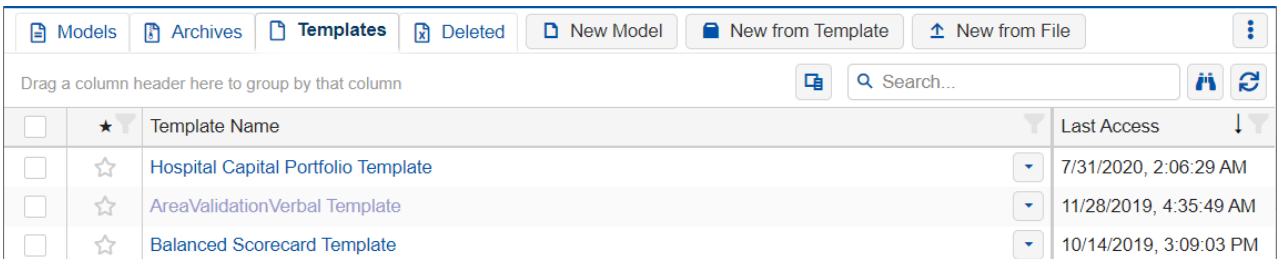
From the Models or Archives tab, click the arrow icon to the right of the model you want to save as a template, and then Create Template or Default Option Set:



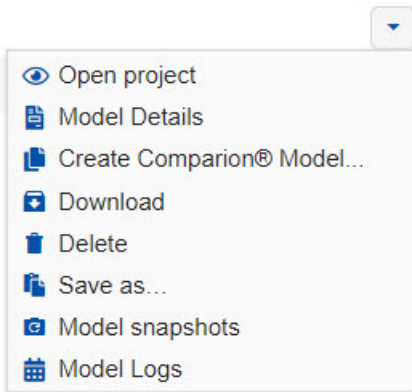
You can rename the model and then click Create.



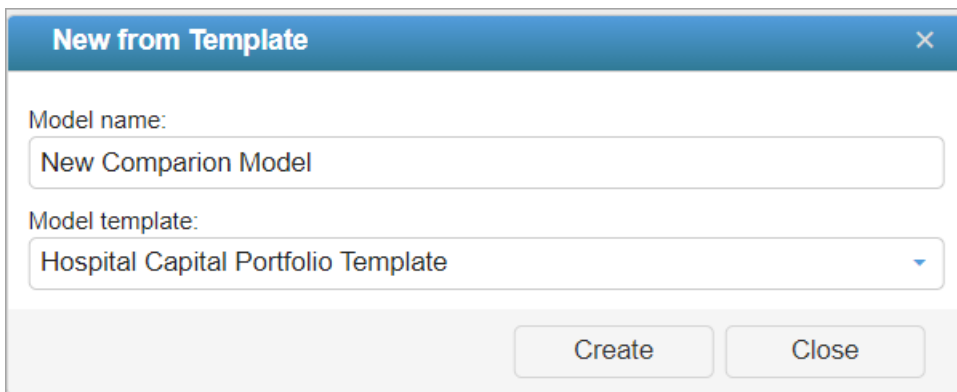
The created template is then added to the **Templates** tab:



To create a Comparison model from a template, click the arrow icon to the right of the template name and then click "Create Comparison Model."



Alternatively, you can use the  **New from Template** button.



To **delete** a template, simply click the Delete option from the same menu above.

Note: Comparison offers Sample Models and Templates from the **Resource Center**, or from the Manage Workgroup pages (both for **Sample Models** and **Sample Templates**).
