

# 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

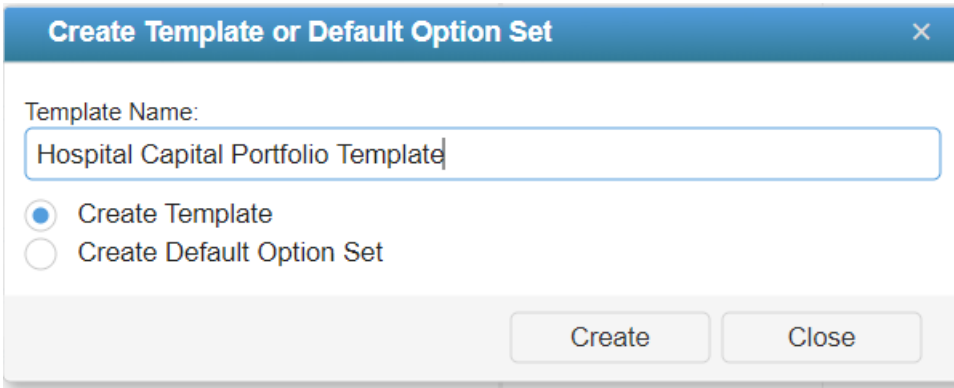
Templates are created from an existing Comparison model in the **Models** tab:

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:

<input type="checkbox"/>	★	Model name	Last Access	On-line
<input type="checkbox"/>	☆	Hospital Capital Portfolio	7/31/2020, 12:59:55 AM	<input type="checkbox"/>
<input type="checkbox"/>	☆	AllstarSportsCase		
<input type="checkbox"/>	☆	IT Portfolio Optimization		
<input type="checkbox"/>	☆	IT Portfolio Optimization (2020-07-31 11:11:01)		
<input type="checkbox"/>	☆	IT Portfolio Optimization		
<input type="checkbox"/>	☆	FlightSecurity		
<input type="checkbox"/>	☆	IT Portfolio Optimization Compare		
<input type="checkbox"/>	☆	IT Portfolio Optimization RA Help (1) (5)		
<input type="checkbox"/>	☆	Prioritize systems for mission-criticality		
<input type="checkbox"/>	☆	Dashboard		
<input type="checkbox"/>	☆	IT Portfolio Optimization Compare		
<input type="checkbox"/>	☆	0722		

- Open Model
- Model Details
- Save as...
- Archive
- Download
- Delete
- Collect my input
- Evaluation status
- Participants
- Get Model Link and copy to clipboard
- Get Links...
- Allocate
- Results
- Dashboards
- Send Invitations
- Create Template or Default Option Set**
- Model snapshots
- Model Logs

You can rename the model and then click Create.



**Create Template or Default Option Set**

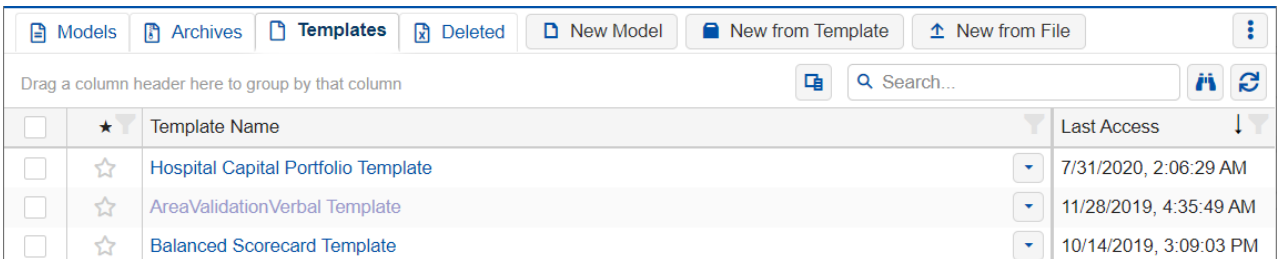
Template Name:  
Hospital Capital Portfolio Template

Create Template  
 Create Default Option Set

Create Close

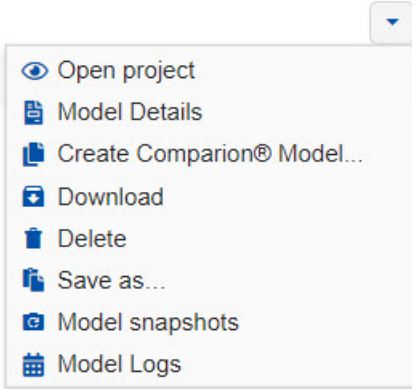
Templates only have the **DEFINE MODEL** tab available.

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



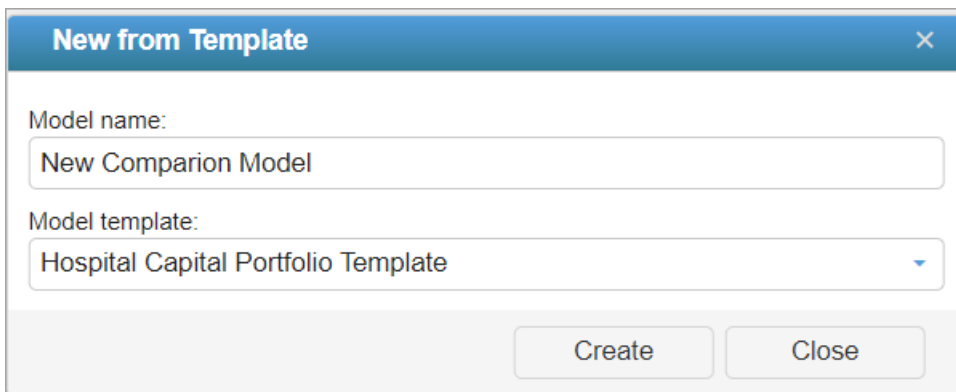
	★	Template Name		Last Access
<input type="checkbox"/>	☆	Hospital Capital Portfolio Template	▼	7/31/2020, 2:06:29 AM
<input type="checkbox"/>	☆	AreaValidationVerbal Template	▼	11/28/2019, 4:35:49 AM
<input type="checkbox"/>	☆	Balanced Scorecard Template	▼	10/14/2019, 3:09:03 PM

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."



- Open project
- Model Details
- Create Comparison® Model...
- Download
- Delete
- Save as...
- Model snapshots
- Model Logs

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



**New from Template**

Model name:  
New Comparison Model

Model template:  
Hospital Capital Portfolio Template

Create Close

## Expert Choice Comparion® Help Document

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

---