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 Comparion model with predefined:

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

Templates are created from an existing Comparion modelin 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:

*	Model name		Last Access		On-line
☆	Hospital Capital Portfolio	•	7/31/2020, 12:59:55	5 AM	
	AllstarSportsCase		Open Model		
☆	IT Portfolio Optimization	_	Model Details Save as		
☆	IT Portfolio Optimization (2020-07-31 11:11:01)	<u>*</u>	Archive Download		
☆	IT Portfolio Optimization	_	Delete Collect my input		
☆	FlightSecurity		Evaluation status		
	IT Portfolio Optimization Compare	_	Participants Get Model Link and cop	ov to cli	phoard
	IT Portfolio Optimization RA Help (1) (5)		Get Links	by to cil	podaru
		<u> 4</u>	Allocate		
☆	Prioritize systems for mission-critcality	¢	Results		
	Dashboard		Dashboards		
☆	IT Portfolio Optimization Compare		Send Invitations		tion Cot
		_	Create Template or Def	auit Op	tion Set
☆	0722		Model snapshots		
			Model Logs		

You can rename the model and then click Create.

Create Template or Default Optio	n Set		×
Template Name: Hospital Capital Portfolio Template			
Create Template Create Default Option Set			
	Create	Close	

The created template is then added to the Templates tab:

	Models	Archives Templates Deleted New Model	New from Template 1 New from Fi	ie 🔹
Drag a	Drag a column header here to group by that column			
	*	Template Name	T	Last Access
	☆	Hospital Capital Portfolio Template		7/31/2020, 2:06:29 AM
	☆	AreaValidationVerbal Template	•	11/28/2019, 4:35:49 AM
	☆	Balanced Scorecard Template	•	10/14/2019, 3:09:03 PM

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

 Open project Model Details Create Comparing® Model 	
Create Comparian® Model	
E Create Comparion® Model	
Download	
i Delete	
🖺 Save as	
Model snapshots	
🛗 Model Logs	

Model name:		
New Comparion Model		
Model template:		
Hospital Capital Portfolio Template		•
	Create	Class
	Create	Close

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

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