Share a Report template with a Collaborator

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Available

- **Archipad Web**

To allow a Collaborator to Use a Report template, the Template must first be copied to the shared Project.

Copy the Template to the Project

1. Open the Project concerned.
2. Go to the **Report templates** menu.
3. Select the Template to Share.
4. Click **Copy to Project**.

The Template is now available in the Project.

Use the Template from a Collaborator access

When the Project is shared, the Collaborator can Use the Template directly from the **Reports** menu.

1. Open the **Reports** menu.
2. Click **+ Report**.
3. The shared Template appears at the top of the List.
4. Select it to create a new Report.

> **Note:** the Template must be copied to the Project to be visible to Collaborators.