

How to manage Templates in HP Applications Center

Templates

They are a quick way to reuse a previously made project to create a new design in the same environment that the original one.

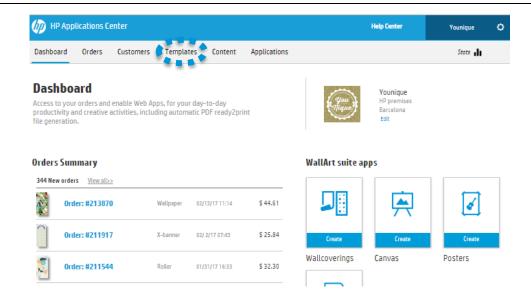
Access them via the main menu at the top of the interface

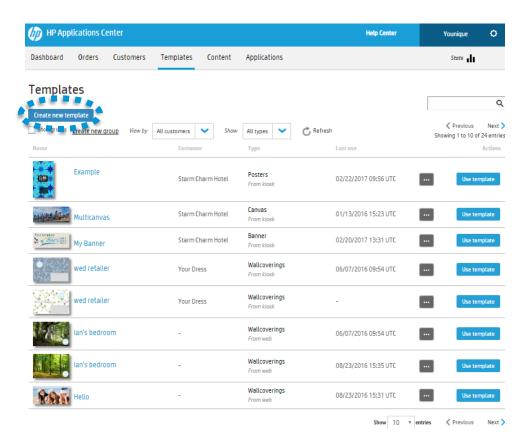
Overview

A template is either created from a specific order (see the Orders section on the Help Center for more information) or from the Create new template button here.

You can assign templates to individual customers, who will then be able to see and use them.

Groups of templates can be used to categorize them, and will be explained later on.

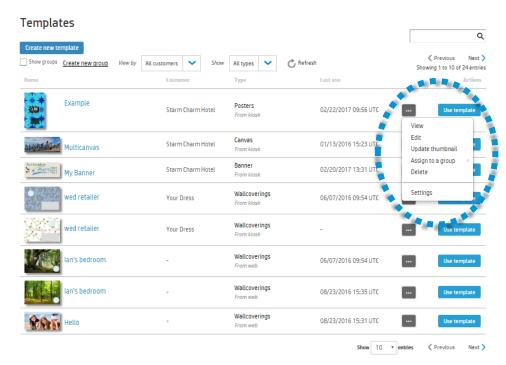




Managing a template

Clicking the three dots will allow you to:

- View the template
- Edit it
- Update its thumbnail
- Assig it to a group (see about Groups later on)
- Delete it
- Access its settings.

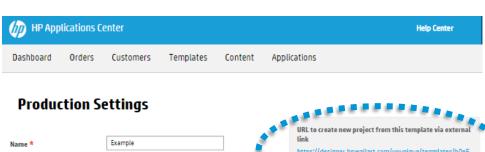


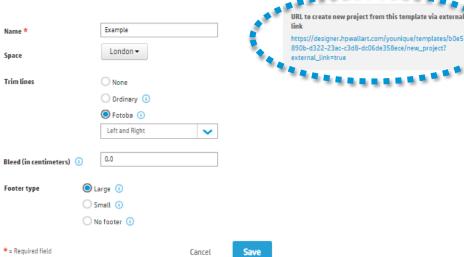
Template settings

Those include:

- Nam
- Space (see Groups)
- Trim lines
- Footer
- Other production settings specific for that application

Here you will also find the external link for using that template.





Groups

Templates are sometimes used to redecorate specific locations and spaces, such as a shop or an office, for recurring customers

You will be able to create spaces and assign those to customers.

Those spaces or groups, can also be used to filter templates and sort them.

