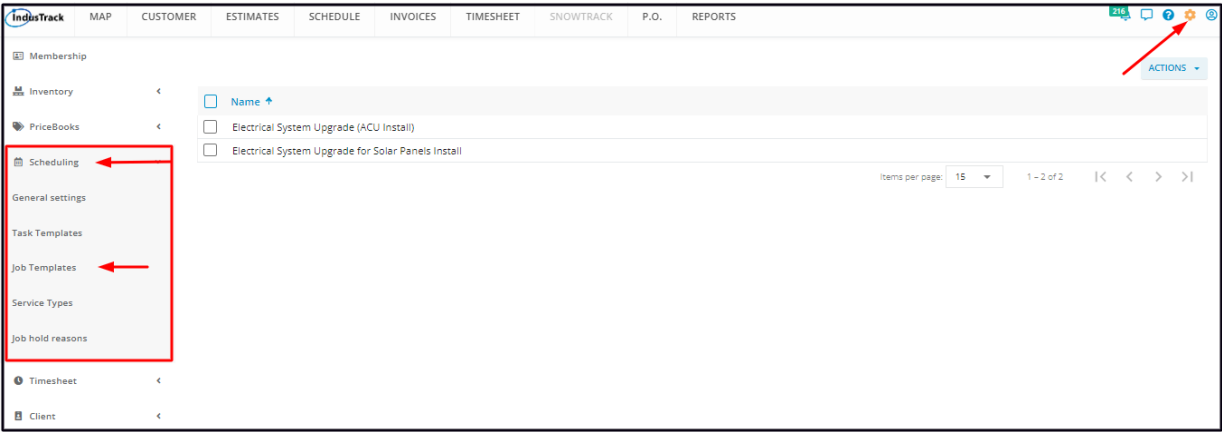


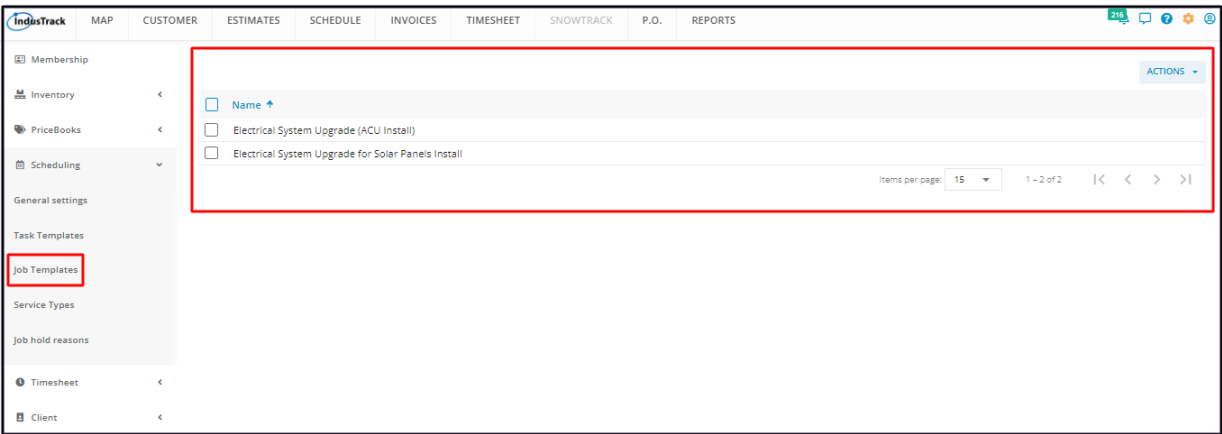
Schedule Settings: Job Templates

Create **Job Templates** to quickly use them in your Jobs. Load a saved job template for ease of documentation and report generation.

To set up and manage Job Templates, go to **Settings > Scheduling > Job Templates**.

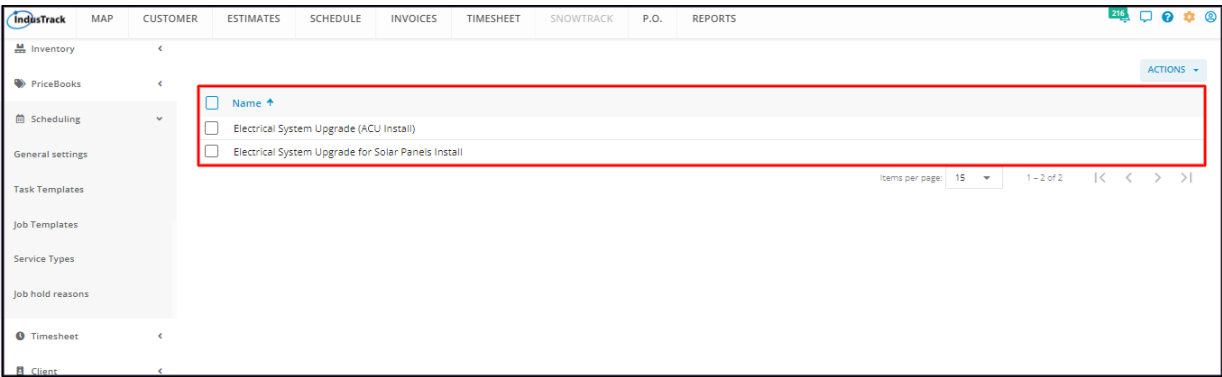


The page defaults to the **list of Job Templates** that have already been created, presented in table format. This is also the page where these templates are created, updated and deleted.



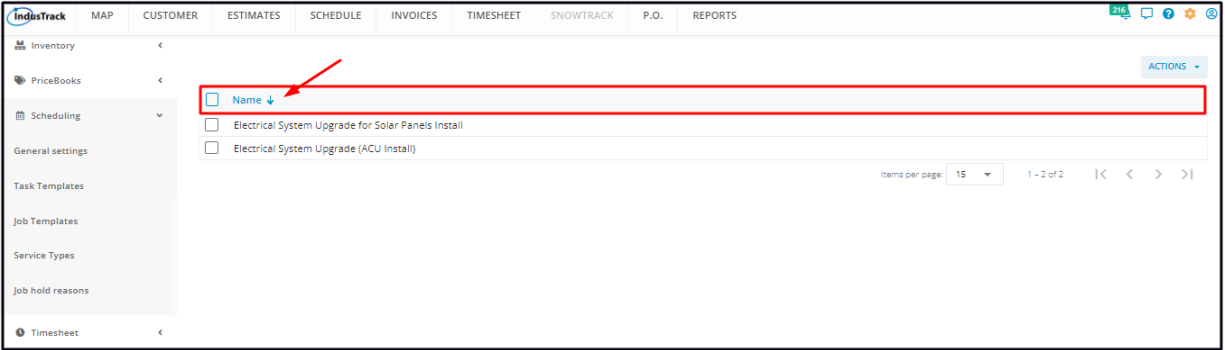
Job Templates List/Table

The table simply lists the Names/Titles of the Job Templates.



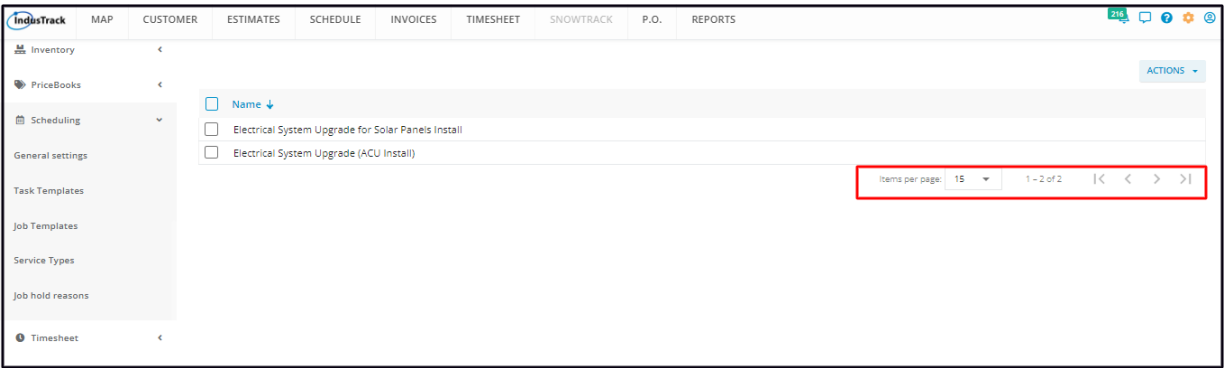
Sort the Job Templates List

Click on the Name header to alphabetically sort the list.



List Per Page

Select the number of job templates to be displayed per page. Options to choose from are 15, 25, and 50. Use the Previous and Next buttons to move from one page to another (if there is more than one page).



Actions Button

Use this button to create or delete a job template.

