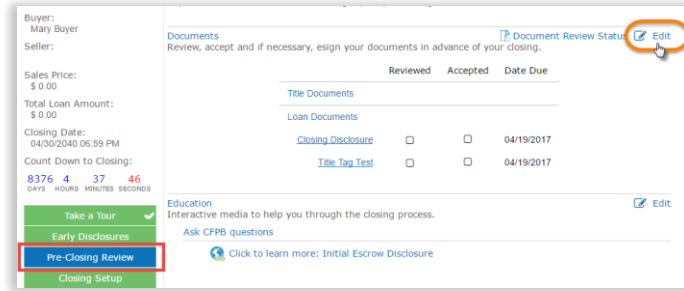


Document Templates



A document template is a saved template that contains all tags placed on a document including position, size, and tag details as well as document details, including wet signature.

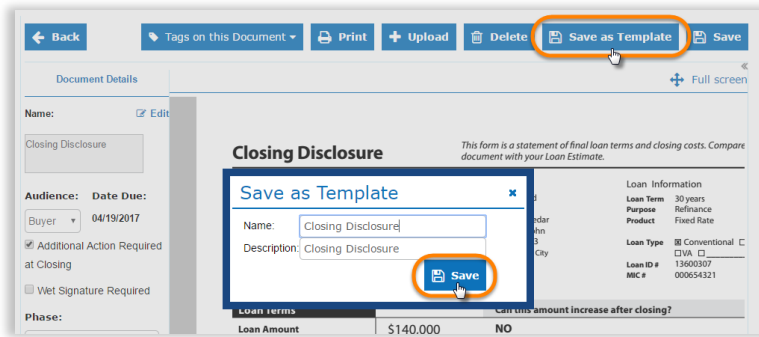
Note: Document templates are accessible through the Pre-Closing Review phase and in the "Edit" documents screen.



Saving a Template

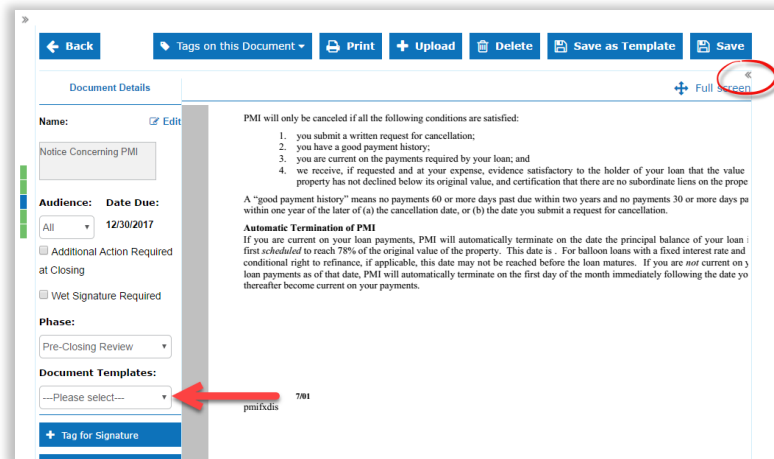
Saving a template will enable you to apply it should you have the same document again, on any Order.

1. When finished all tagging configurations on a document, click on "Save as Template" and name it.



Applying a Template

1. Use the double arrows to select the document you would like to apply the template to and from the "Document Templates" drop-down, select what template to apply.



Note: Applying a template will override any current tags that are placed.