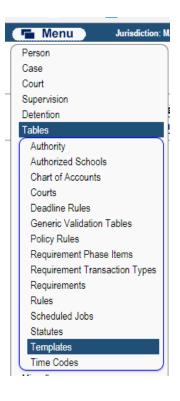
Templates – Minor Changes

Watch Video

To change a template, you must know the name of the template. If there is a typo or minor problem with a document, you can click on the name of the document to get into the Document Detail screen.

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	10/11/2017 2:36:49 PN			
(View)	7/26/2017 3:49:26 PM	- Statement of	of Rights	
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Once inside the Document Detail screen I can quickly see the name of the template. In this example the template is BILCOS – Bill of Cost Letter.





In the List templates containing field, type in a word from the name of the template then click Submit. Then click on the Name of the Document to get into the Edit Template screen.

			List Ten	nplates				
			List templates containing: Cost	Exclude history versions				
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Add w temp	olate			-				
BILCOS	1 P	roduction	Bill of Cost Letter	No	No	No	Yes	No

The Clerk would like to add her phone number to the sentence that says "If you have any questions please contact our office at (931) 359-0552."

To make changes to a template, you must create a NEW version. Your changes will take effect the next time somebody creates that template. It will not change any incomplete documents.

Click the NEW button at the bottom of the page.

	Ter	nplate name: BILCOS Versi	on: 1 Status:* F	P - Production V	
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RE: @v/juv/	, @v/case/	Π.			
Dear Parent/	'Legal Cust	odian(s) of, and C	hild:		
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This brings up the Edit Template screen. It is giving you an opportunity to name this document something else or change the Title if necessary. Click the Update Button to continue.

	Edit Template					
у.						
Template name:*	BILCOS					
Title:*	Bill of Cost Letter]		
Color:				_		
	Need file stamp Need approval	Send notice	Proposed	Selectable		
Upload:	Choose File No file chosen					

You are now inside the template and can make the necessary changes. You can correct and errors or add any typed information necessary.

<div class="<u>lt12</u>"> @f/ltrhdc/</div>	
@v/tdate/	
To the Parent/Legal Custodian(s) of, and	d:
@v/juv/ @v/add/	
11	
RE: @v/juv/, @v/case/	
Dear Parent/Legal Custodian(s) of, and C	Child:
Your child owes the following fines and/	/or costs:
@v/fee/	
	order payable to Marshall County Juvenile Court for the entire balance or if you would like or come to this office to make arrangement for payments.
If you have any questions please contact	t our office at (931) 359-0552.
Thank you for your cooperation in this m	matter.
@f/sign-user/ Marshall County Juvenile Court	
I	
	Edit Template
ill see that the template is now	
atus of "Test". You must	Template name: BILCOS Version: 2 Status:* T - Test 🔭 🔻
e that status to "Production"	Title:* Bill of Cost Letter
pdate to save that change.	Dir of Cost Letter

The next time someone creates this document, your changes will be on it.