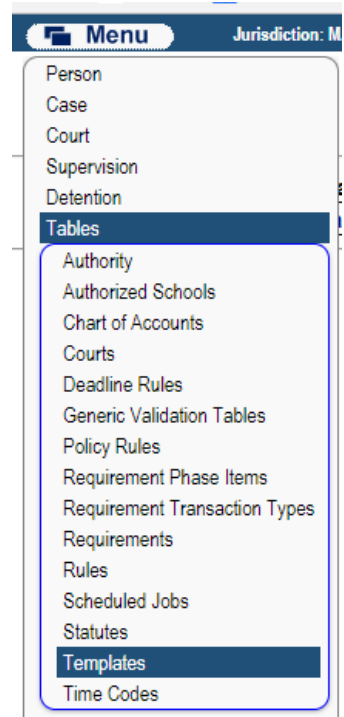
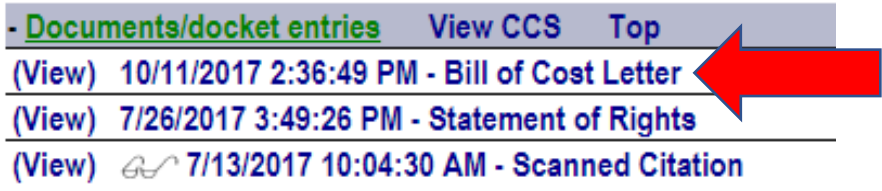


Templates – Minor Changes

[Watch Video](#)

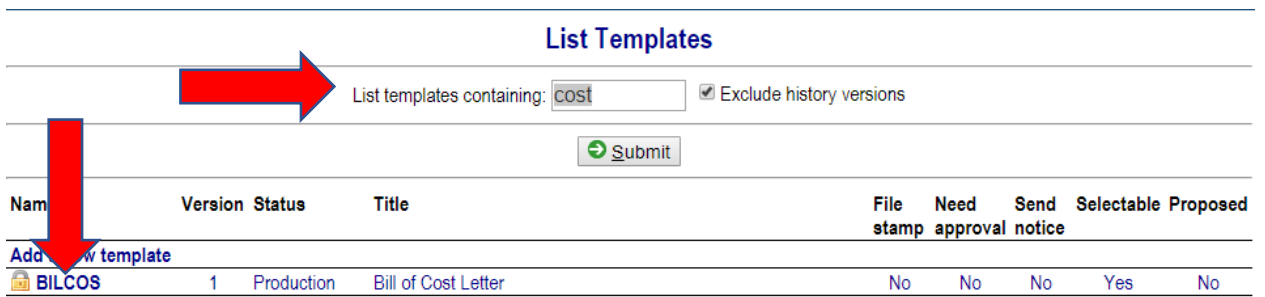
To change a template, you must know the name of the template. If there is a typo or minor problem with a document, you can click on the name of the document to get into the Document Detail screen.



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.



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.

Edit Template

Template name: BILCOS Version: 1 Status: P - Production
Title: Bill of Cost Letter
Color:
 Need file stamp Need approval Send notice Proposed Selectable
Times used in production 76 This total doesn't count when a form was included in another

Template

```
<div class="lt12">
@f/ltrhdc/
||
@v/tdate/||||

To the Parent/Legal Custodian(s) of, and:|
@v/juv/|
@v/add/
||

RE: @v/juv/, @v/case/||

Dear Parent/Legal Custodian(s) of, and Child:||

Your child owes the following fines and/or costs:||

@v/fee/||

Please remit a cashier's check or money order payable to Marshall County Juvenile Court for the
entire balance or if you would like to set up a payment plan, you must call or come to this
office to make arrangement for payments.||

If you have any questions please contact our office.||
Thank you for your cooperation in this matter.||

@f/sign-user/
Marshall County Juvenile Court

</div>
```

Variables				
Name	Type	Action	Length	Prompt
ADD	@V/	FF ADDRESS/03	1	x
CASE	@V/	FF CAUSE/00	1	x
FEE	@V/	FF REQUIRE/21	1	Select the open fees:
JUV	@V/	FF NAMES/00	1	x
LTRHDC	@F/	@LTRHDC		
SIGN-USER	@F/	SIGN-USER		
TDATE	@V/	FF CURDATE/01	1	x

Update Cancel Refresh **New** Delete Test Var copy Send

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

y.

Template name:*

Title:*

Color:

Need file stamp Need approval Send notice Proposed Selectable

Upload: 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="lt12">
@f/ltrhdc/
||
@v/tdate/|||
To the Parent/Legal Custodian(s) of, and:|
@v/juv/|
@v/add/
||
RE: @v/juv/, @v/case/||
Dear Parent/Legal Custodian(s) of, and Child:||
Your child owes the following fines and/or costs:||
@v/fee/||
Please remit a cashier's check or money order payable to Marshall County Juvenile Court for the entire balance or if you would like
to set up a payment plan, you must call or come to this office to make arrangement for payments.||
If you have any questions please contact our office at (931) 359-0552.||
Thank you for your cooperation in this matter.||
@f/sign-user/
Marshall County Juvenile Court
</div>
```

You will see that the template is now in a status of "Test". You must change that status to "Production" and Update to save that change.

Edit Template

Template name: BILCOS Version: 2 Status:* ▼

Title:*

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