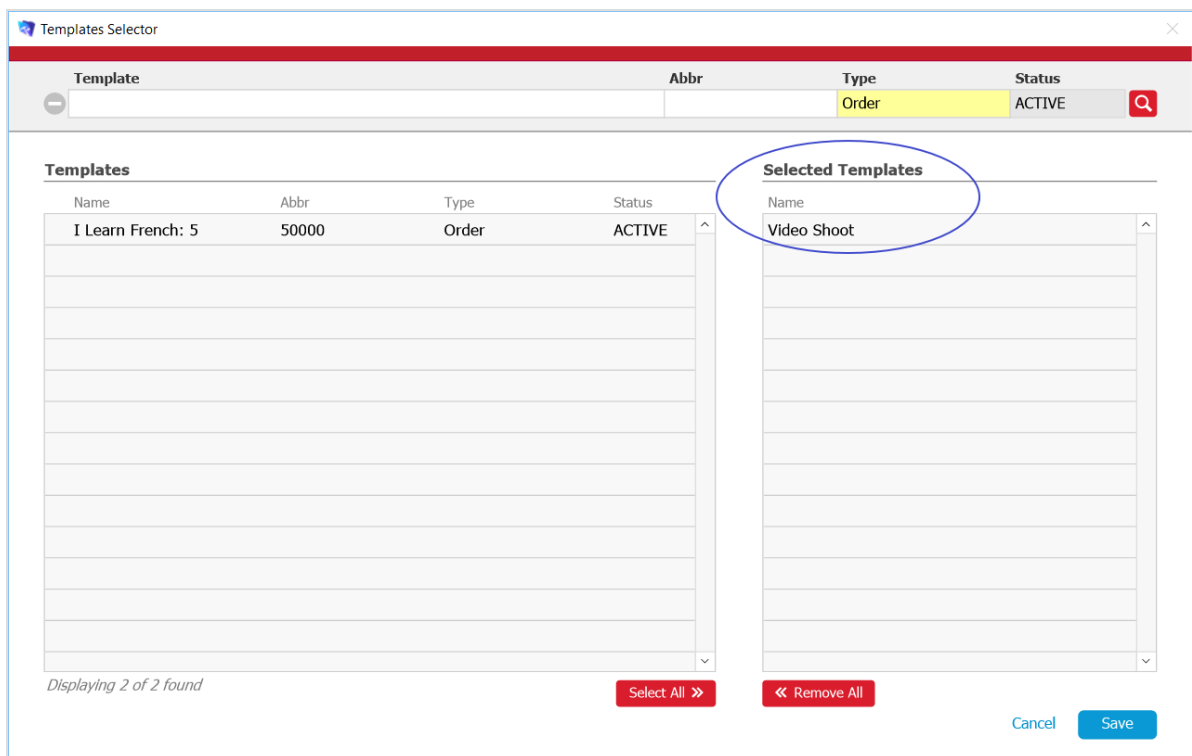


# Using Templates in Orders

Last Modified on 01/23/2019 1:27 pm EST

Templates can help you build complicated or standard orders more quickly:

1. Navigate to **Order Management > Orders**.
2. Click **New**.
3. On the new order detail view, click **Actions > Build Order from Template**.
4. In the left column of the Templates Selector, click the desired template(s) to move them to the right column.



5. Edit the order as needed, removing or adding line items.
6. Click **Save**.

Information prepared in the selected template(s) is copied to the new order record, as shown in these comparison screenshots:

