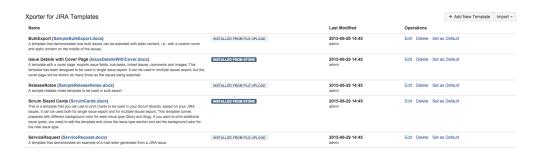# Templates Management

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The template management screen allows administrators to add, edit and delete the templates that will be available to the users.

Each template is composed of 3 principal elements:

- The template name: the name that is displayed to the users in order to select the template to export the issue(s) information.
- The template file: the file with the template content.The following formats are supported:
  - DOCX (Word Document)
  - DOCM (Word Document with Macros)
  - DOTX (Word Template)
  - DOTM (Word Template with Macros)
  - XLSX (Excel Document)
  - XLSM (Excel Template with Macros)
  - ODT (Open Office Document)
  - RTF (Rich Text Format)
  - CSV (Comma-separated values)
  - TXT (Text File)

For auditing purposes, this screen also displays the user and date of the last modification of a template.

The operations available on this screen are:

- Add New Template: Allows to add a new template.
- Edit Template: Allows to change an existing template, changing the template name, template description and template file.
- Delete Template: Deletes an existing template.
- Set Template Scopes: Allows you to set the scopes of the template, even after its creation.
- Download Template: Downloads the template file. This operation is available in the hyperlink with the template file name.
- Set Template as Default: Sets this template as the default one. It will be selected when users open the issue view screen.