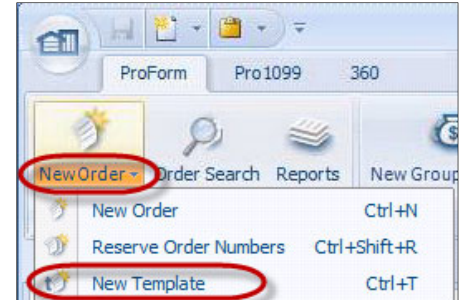


Creating a Subdivision Template for Title from Scratch

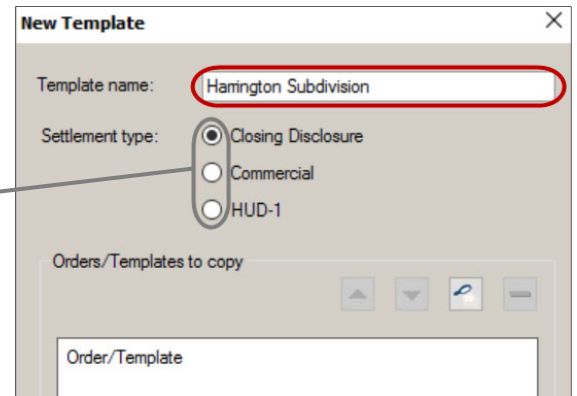
Using a template allows you to enter legal description details, exceptions, and/or requirements for a specific subdivision once, then easily apply those details to new orders in that subdivision. Follow these steps to create a new template.

1. From the **New Order** drop-down menu, select **New Template**



2. In the **Template name** field, enter a name; click **OK**

NOTE: It is not necessary to change the **Settlement type** unless you are entering specific Settlement type information (i.e., charges sent to a specific HUD, CDF or CSS line) in your template.



3. Enter information applicable to all future orders (e.g., subdivision name, legal description, exceptions, and requirements)
4. When all information has been entered, press the **Ctrl + S** keyboard shortcut to save the template

The template is now available to apply to an order.

