Overview - Form Template

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Order Time offers options for customizing the Forms Templates that are used in different transactions. This will allow you to email and/or print the Forms out for your customers with the information that suits your needs.

This article will guide you through the setup of the Form Templates available in Order Time.

On the Form Templates Edit List you will find the list of templates that can be modified. You can use the search field to search for the Form by Template Name, Created By, Modified By, Description, or Template Type to make it easier to find the template you are looking for.

The list will also show you which Report is marked as the "Default" report, if it's a "Custom" Report, and the time/date and user it was last modified by.

> **The "Default" Report will be the one selected when you click on the PDF Button in the transaction.**

How to make a New Form Template

Under the Action Column, you can 'Edit' the existing Form Templates or 'Clone' it to create a new Form Template.

> There is no "Add" Button to make a new form template.

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