

Document Templates List

Users with appropriate permissions can access the Document Template List by selecting the More Actions menu in the [Top Bar](#) and selecting **View eTMF Configurations**.

The Document Templates List is where the templates used to author documents in the eTMF can be managed. From the Document Template List you can change content, metadata, or create new templates.

The list of templates can be filtered using the Facets to the left of the Template List.

To create a new template, select the Actions menu next to the Items Found count and select **Create New Template**. This will display the [Create Document Template Window](#).

Actions can be performed on individual Templates by selecting the actions menu next to that Template.