

Setting Preferred Service Templates

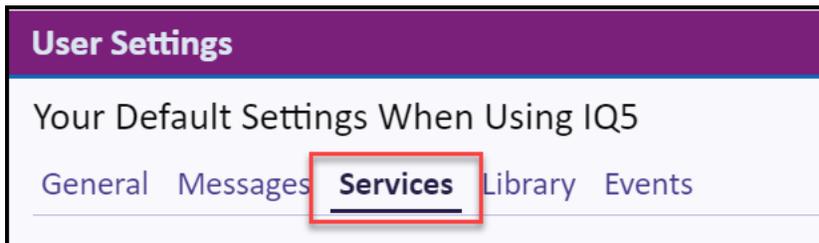
Market: House, Senate

Description: These instructions teach users how to set their preferred or frequently-used service templates.

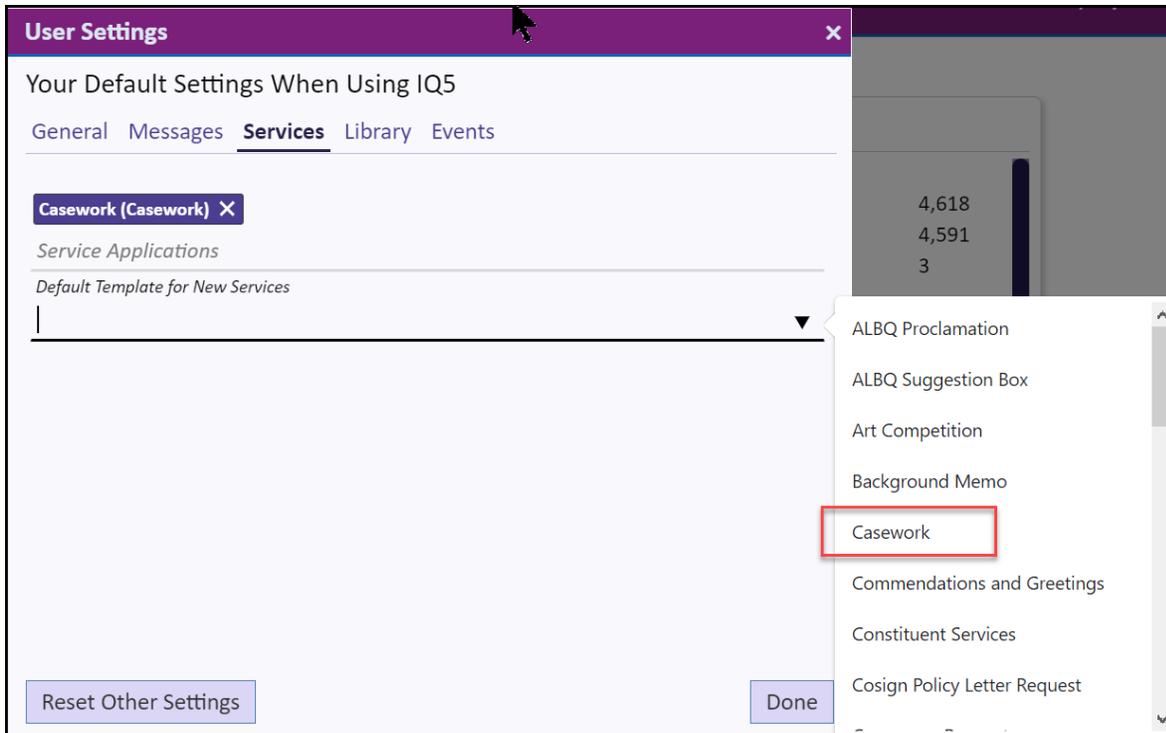
1. Select **User Settings** in the action icons.



2. In the User Settings window, select the **Services** tab.



3. Click into the **Default Template for New Services** field and select the template.



4. Click **Done**. The next time you create a new service record, the service template from your selection will be displayed.

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