Creating an Audit Template

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Creating a **template** is as easy as it gets

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1. Navigate to **Templates**.
2. Click "**New Template**"
3. Enter in a **name**, **scoring scheme**, select your asset and whatever **elements** you want to be active by **default** on the template.
4. Click "**Create**".

Adding **Sections and Requirements**

There are two ways to do this, you can either create a completely new one or copy the requirements from a existing Template.

Add **New** Requirements:

1. Click **add a section** either in the **center or the top right** of the Template

Builder

2. Give the **section a Title**.
3. Click “**Add Requirement**” underneath the section title.
4. Enter in a **name**.
5. Click “**Save**“.

Add **Existing Requirements** from another Template:

1. Click **Add Existing Requirements** either in **the top left** of the Template Builder
2. Give the **select template** you want to take the existing requirements from.
3. Click “**Add**” either beside the **requirement** or the **section**.
4. You then **select** if you want to **add** it to an **existing section** or create a **new section**.
5. Click “**Add Requirement**“.

Building an Audit Template Video Series