

Templates Site & Depts

You are able to **restrict** which users are able to see which **Templates** through **Sites & Departments** configuration.

When you are creating a Site you are able to assign the site Templates this will give them access to all departments in that Site, you are then able to Deselect certain departments in the Template Settings to do this follow the steps below.

1. Navigate to **Templates**.
2. Click on a **Template** you wish to amend.
3. Navigate to **Template settings > Sites And Departments**.
4. Select/deselect the appropriate Departments or sites.
5. Click "**Update Template Settings**".

Now only users which have a access to that site and department can access that Audit.