

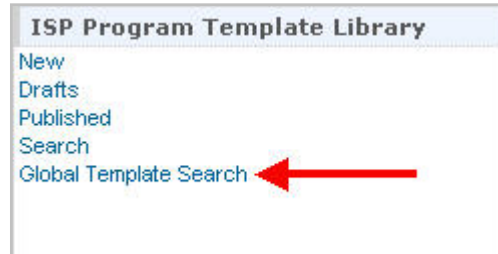
Importing Global ISP Template

Therap users with appropriate roles and privileges can import ISP global templates from the global library.

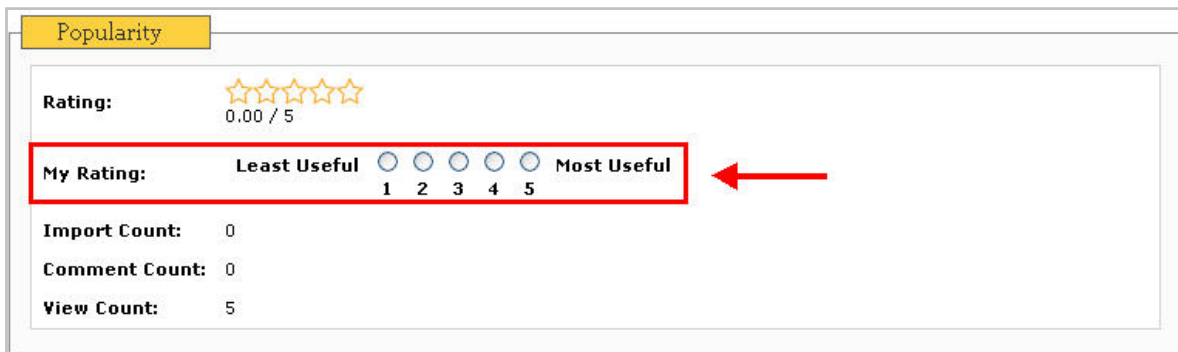
NOTE:

- The Provider Administrator (PA) of an agency will have to enable the 'Import from Global ISP Template Library' preference for the agency users to be able to import ISP templates from the global library.
- Only users with the 'ISP Library Approve' role will have the privilege to import the ISP global template as draft.

- Click on the [Global Template Search](#) link available on the 'ISP Program Template Library' area of your FirstPage.
- Enter the search parameters in the 'ISP Global Template Library' page and click on the 'Search' button.



- From the list of global templates, select the template you want to import. This page displays the Author, Author Provider, View Count, Rating, Comment Count and Import Count among others to assist users to evaluate the usefulness of the global template.
- Clicking on a row will take you to the Individual Service Plan (Global Template) page. **Please note that only after rating the global template, under the 'Popularity' section, users will be able to import it.**



In addition to rating, users may enter keywords to facilitate the search process and also enter comments.

- Clicking on the 'Save' button will save the information the user has entered and will be available on future search results.

Importing Global ISP Template

- Clicking on the 'Import as Draft' button will display the 'User Agreement' page. **Please note that the global ISP will be imported only if users agree with the terms and conditions mentioned and click on the 'Yes, I agree these terms and conditions' button.**

If the Global Template has been imported earlier, then the following message box will show up.



Clicking on the 'OK' button will display the 'User Agreement' page. And clicking on the 'Yes, I agree these terms and conditions' button will import the Global Template as Draft with same name but different ID.

- All the imported ISP global templates can be viewed by clicking on the [Drafts](#) link available under the 'ISP Program Template Library' area of the FirstPage.