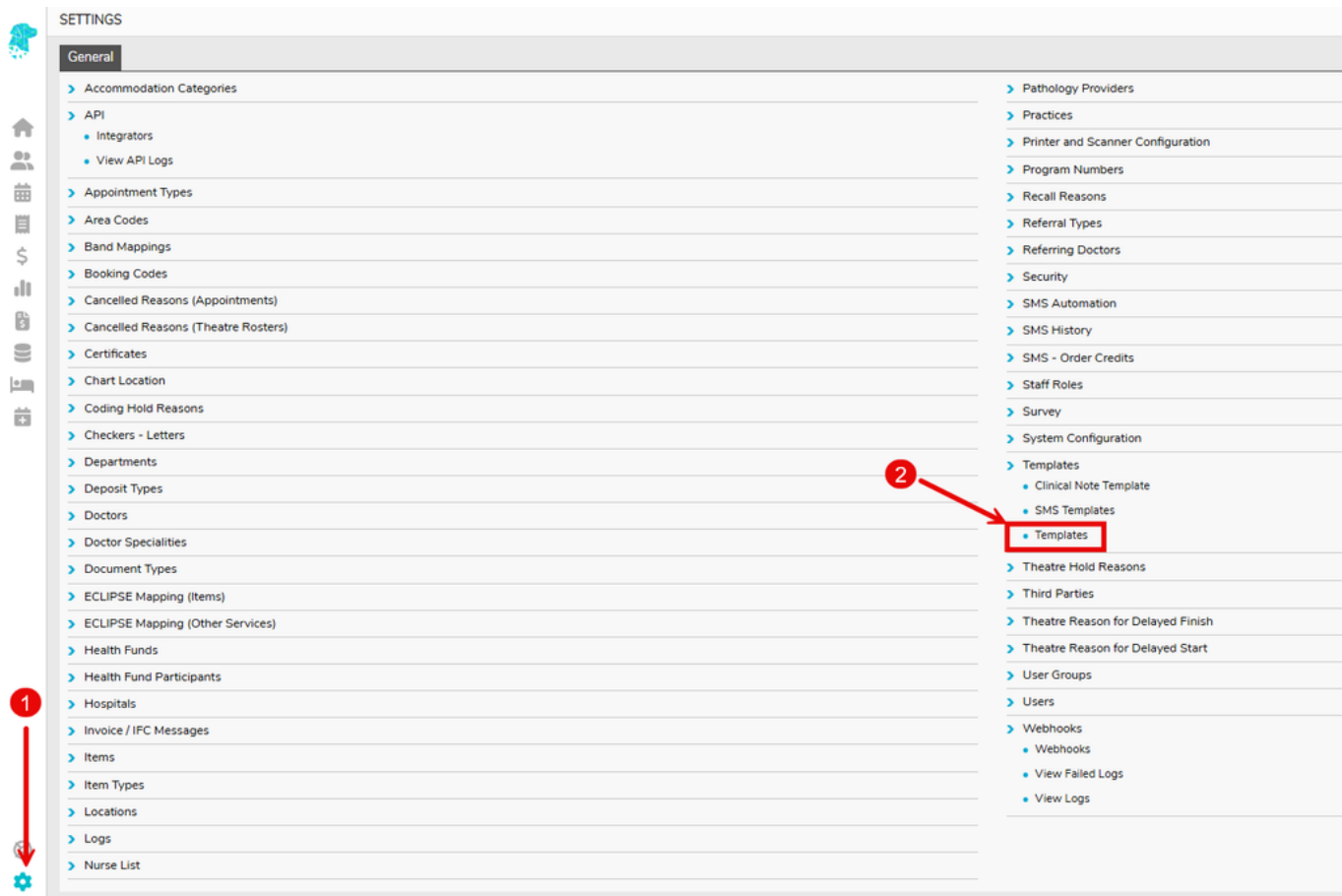


Editing an Existing Template

This guide explains how to edit a template that has already been generated and uploaded to your FYDO database.

Steps

- Go to **Settings**
- Select **Templates**



- Locate the template you wish to edit and click **Download**.

Theatre list	Custom	Lists	Appointments-Hospital	☒	24/10/2024 7:36 AM	Download	Upload	☒
Theatre List - Test	Custom	Lists	Appointments-Hospital	☐	12/8/2026 5:57 AM	Download	Upload	☒
Theatre Register	Custom	Lists	Appointments-Hospital	☐	8/8/2023 5:14 PM	Download	Upload	☒
Clinical Handover Report	Custom	Lists	Bed Tracker	☒	27/8/2026 8:14 AM	Download	Upload	☒

- Save a copy of this template in the instance that it needs to be restored.
- Open the downloaded template and make the required changes.
- Once you have finished making your changes, click **Save**.

- Return to **Settings > Templates**. Find the correct template and select the **Upload** button.
- Complete the upload in the pop up box.
- Once uploaded, the updated template will be available in FYDO immediately.

Theatre list	Custom	Lists	Appointments-Hospital		24/10/2024 7:36 AM	Download	Upload	
Theatre List - Test	Custom	Lists	Appointments-Hospital		12/8/2026 5:57 AM	Download	Upload	
Theatre Register	Custom	Lists	Appointments-Hospital		8/8/2023 5:14 PM	Download	Upload	
Clinical Handover Report	Custom	Lists	Bed Tracker		27/8/2026 8:14 AM	Download	Upload	