

Important Content Update Message



We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**

Downloading Shared Templates Topic Article

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Client-Server Steps to Download Shared Templates

1. On the template-download page, click on the hyperlinked template name to download the template file.



Note: The downloading procedure varies depending on your browser. If you are uncertain on downloading in your specific browser, please contact the practice's IT staff for assistance.

2. Save the file to your computer.



Tip: So that users can easily locate saved files, it is recommended to create folders specific to the type of files being downloaded.

3. Ensure the template files you downloaded are in the folder.

Cloud Steps to Download Shared Templates

1. Create a folder under **Network > tsclient > \\tsclient\C** where you will save the downloaded file.
2. On the template-download page, click on the hyperlinked template name to download the template file.
3. Navigate to the **Network** drive in the Save As window.
4. Double-click **tsclient**.
5. Double-click the **\\tsclient\C Share** or your local folder.
6. Select the folder you created in step 1.
7. Click **Save**.
8. Ensure the template files you downloaded are in the folder.

Note: Once you have downloaded the files, they are ready to be imported into OP. For an overview of the Import and Export functionality in OP, refer to the article below that matches

your OP environment:



- [Import or Export Templates \(Client Server\)](#)
- [Import or Export Templates \(Cloud\)](#)

Regardless of which type of environment you are in, you must review and customize each template you download and import for your Practice. For details, refer to [Customizing Shared Templates](#).