

# Editing report templates

You can create as many templates as you want and of course you can also edit existing report templates. Note, however, that for each selection you must generate reports "from the start", i.e. from the year the first contract in the selection started, so there is a balance between each new report. If you change the selection, new reports will not balance against old ones.

When you want to edit a template, you click on the middle of the three symbols on the right. You will then enter the template and then just adjust and then click on "Update report template".

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If you are to create a new template that is similar to an existing template, it is easiest to first copy the first template and then go into the copy and edit/rename it. Select the template you want to copy and click on "choose action", and then click on the blue "play button".

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