Edit an Objective Template

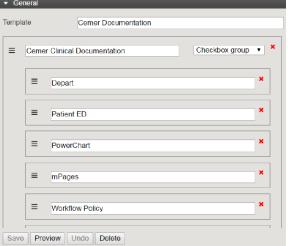Objective templates can be edited to change the type of information you collect from incident participants when they update the objective status. However, changes appear on new objectives only and do not affect objectives that already exist on incidents.

To edit an objective template

1. Point to **Settings** and click **Objective Templates**. The *Objective Templates* page opens.
2. In the **Objective templates for** list, make sure the name of your facility is selected.
3. On the left, in the list of templates, click the template you want to edit. The template opens on the right.

4. As appropriate, take any of these actions.

If you want to...	Then...
Edit the template, field or option names,	Click the relevant field and enter your changes.
Change field types,	Click a different field type in the list.
Add a field,	a. On the right, at the bottom of the template, click **Add Field**. A field ap b. For **Field**, enter a name. c. To the right of the field, click the list and select the type of field (**Short** want to create. Depending on your selection, additional fields may ap d. If you create a field with options, enter the options.
Add an option,	a. Within the area for a field, click **Add Option**. b. For **Option**, enter a name.
Reorder fields or options,	Click the order icon on the left and drag the field or option to another positi

5. When you are done adding and ordering fields, click **Preview**. The template preview opens.
6. Verify that the template appears as you want it, and click **OK**.
7. When you are satisfied with the template, click **Save**.

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