

# About Event Templates

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Authorized users can create new event templates and edit existing templates. Templates help you identify in advance certain aspects of a particular type of event, such as the appropriate statuses and resource types. This can save time when an actual event occurs. Depending on your role and rights, you may be able to view event templates, create an event template, and edit a template. You may also be able to set up event restriction, specifying the users who will have access to activating and updating this type of event. Finally, you may be able to set up template notifications, indicating how users and resources will be notified when someone creates this type of event.

Templates can be used to structure a wide range of events, not just emergencies or disasters, but also events like reporting, clinics, sporting and music events, and announcements.

If you have the appropriate permissions, you can view your region's event templates through the main menu, by clicking on **Event** and selecting **Event Setup**. The page lists all event templates for your region with details, including the icon, name, type, and description of the template.

By default, the list is sorted alphabetically by Event Template name. You can sort the list differently by clicking the name, type, or description column headers.

## Creating and Editing Event Templates

When you create or edit a template, you need to provide a name, definition, standard event type, and event color. Other information is also requested, but not mandatory. However, the more information you provide, the better you and your organization will be able to respond to events.

In addition to specifying the audio alert, icon, and event color, requiring the address and specifying the resource and status types related to an event can be very helpful.

## Ad Hoc Template

The ad hoc event template is a simple default template provided as a part of EMResource to help you quickly initiate an event for any reason.

The ad hoc **Template Name** cannot be changed; however, you can edit the definition, default title, information, and end message, as well as the audio alert, icon, and event banner color. Through notifications, you can also specify who should be notified of this type of event.