

Duplicating a Template

Not only can you use a template to create an analysis, you can also use it as a template for another template. Since only Process Mining **administrators** are allowed to edit system templates, copying a template is particularly helpful if you want to modify the settings of a system template and save them as a new template.

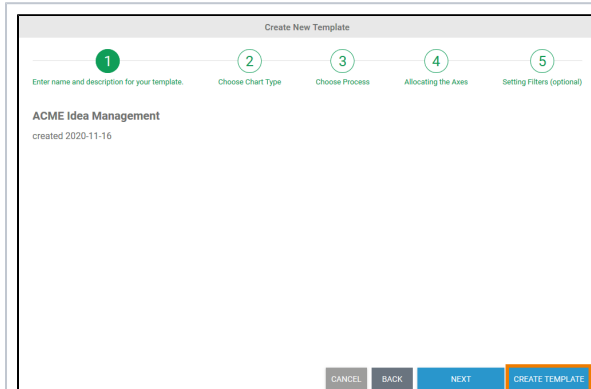
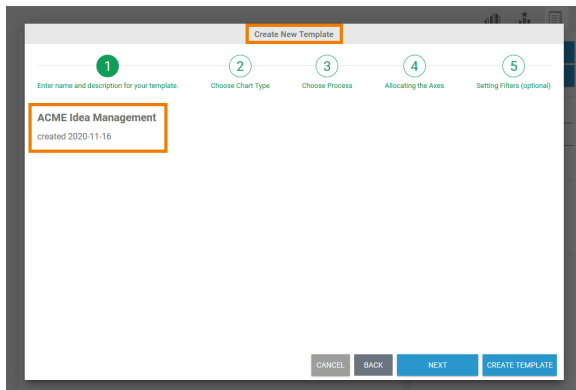
Select the template you wish to copy. Then use option **Duplicate Template** in the sidebar:



Related Pages:

- [Templates](#)
 - [Creating a Template](#)
 - [Creating a Template from an Analysis](#)
 - [Editing a Template](#)
 - [Using a Template](#)

The [Create New Template Wizard](#) will open. In contrast to the creation of a new template, the wizard is not "empty", but pre-populated with the data of the master copy template. In step 1, for example, the title and description of the template are already shown:



You can now progress through the wizard step by step and make adjustments to the default settings.

If you wish to create an exact copy of the template, use option **Create Template** in step 1 already.

The duplicate is created as a user-defined template on the content area. As usual, you can edit the settings via the [templates sidebar](#) (refer to [Editing a template](#)):

