

# Creating a Template from an Analysis

Instead of creating a new template (refer to [Creating a Template](#)), you can also generate a template from an existing analysis. Move the mouse cursor over the corresponding analysis to display the analysis menu.



## Related Pages:

- **Templates**
  - [Creating a Template](#)
  - [Editing a Template](#)
  - [Duplicating a Template](#)
  - [Using a Template](#)

A screenshot of the "Create New Template" wizard, Step 1: Enter name and description for your template. The title field contains "Idea Management (average step duration)" and a subtitle "chart to monitor ACME's idea management". The wizard has five steps: 1. Enter name and description for your template, 2. Choose Chart Type, 3. Choose Process, 4. Allocating the Axes, 5. Setting Filters (optional). Buttons at the bottom include CANCEL, BACK, NEXT, and CREATE TEMPLATE.

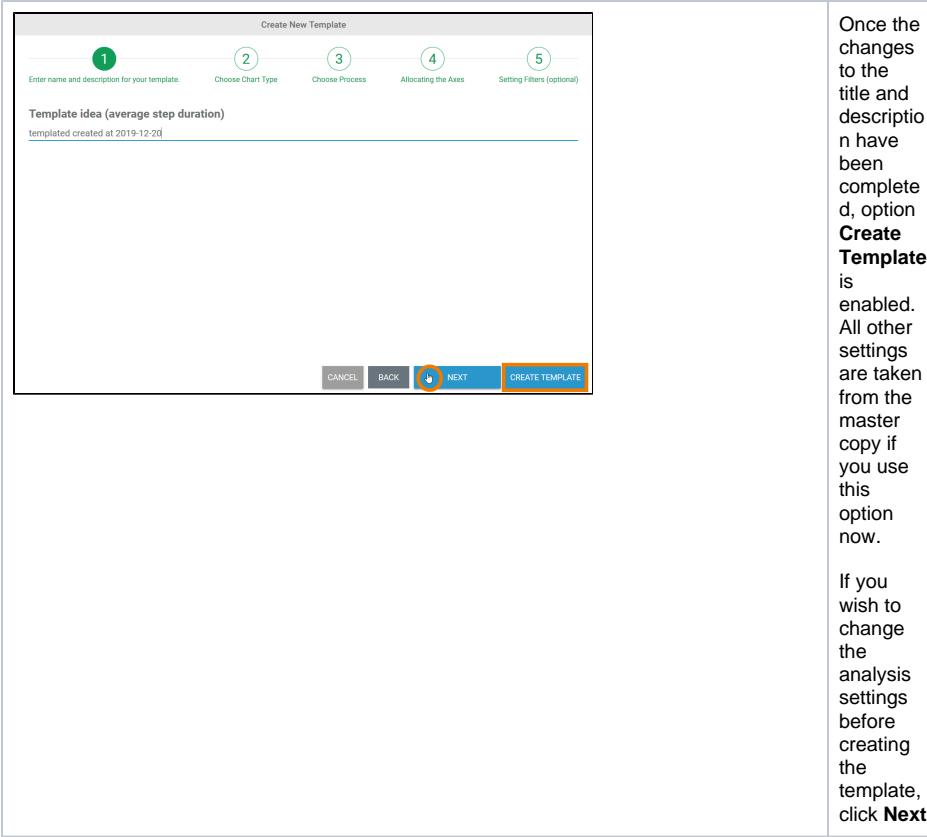
The [Create New Template Wizard](#) opens. The title and description of the analysis are applied. If you want to adapt them, you can change both entries.

Create New Template

1 Enter name and description for your template. 2 Choose Chart Type 3 Choose Process 4 Allocating the Axes 5 Setting Filters (optional)

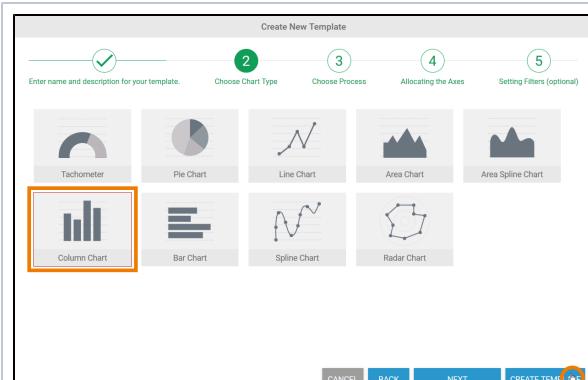
Template idea (average step duration)  
templated created at 2019-12-20

CANCEL BACK  NEXT CREATE TEMPLATE



Once the changes to the title and description have been completed, option **Create Template** is enabled. All other settings are taken from the master copy if you use this option now.

If you wish to change the analysis settings before creating the template, click **Next**.



The further steps in the wizard are pre-populated with data from the underlying analysis. Run through the wizard to modify the analysis settings for the template (refer to [Creating an Analysis](#) for details).

Option **Create Template** is available in every step of the wizard. Use it any time to create the template.

The new template will be added to the list of templates:

