

4.6 - Document templates

The "Document templates" form can be used to specify the document templates you use in moveon.

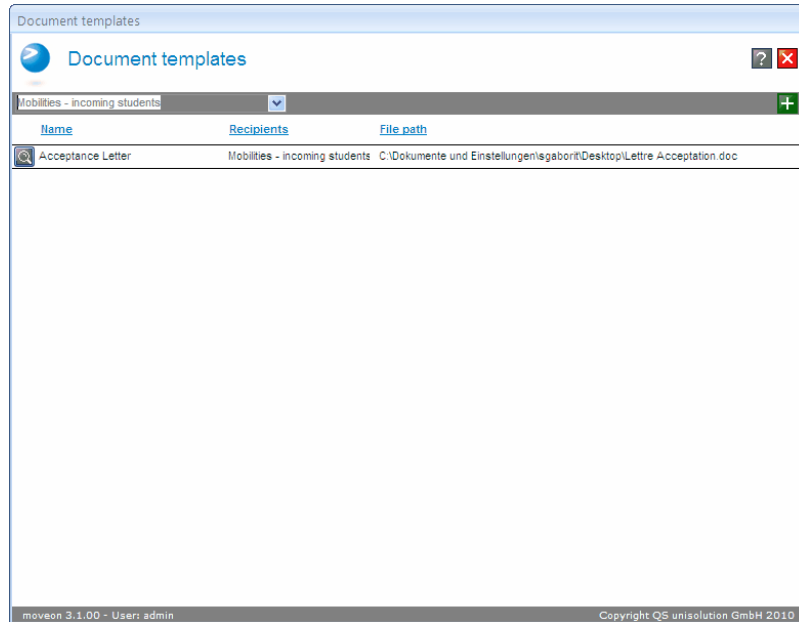


Fig. 1: "Document templates" form

To open the "Document templates" form, click "Configuration" in the main menu and then "Document templates".

To add a document template, click Add. To edit or delete a document template, click Details. These two buttons open a window in which you can add or edit document templates.

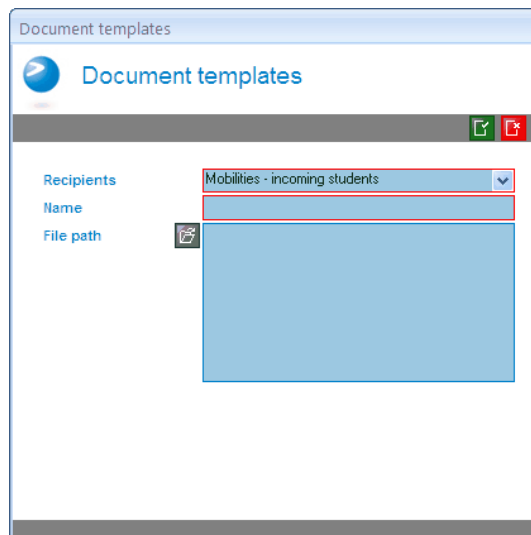


Fig. 2: Add/edit document templates window

For each document template you can specify the following elements (fields marked with an asterisk are mandatory):

- Recipients (*) (e.g. Institutions, Outgoing student mobilities, Internal contacts, External contacts, Companies, etc.)
- Name (*)
- Access path (*)

Section 8.3 describes in detail how to create document templates.