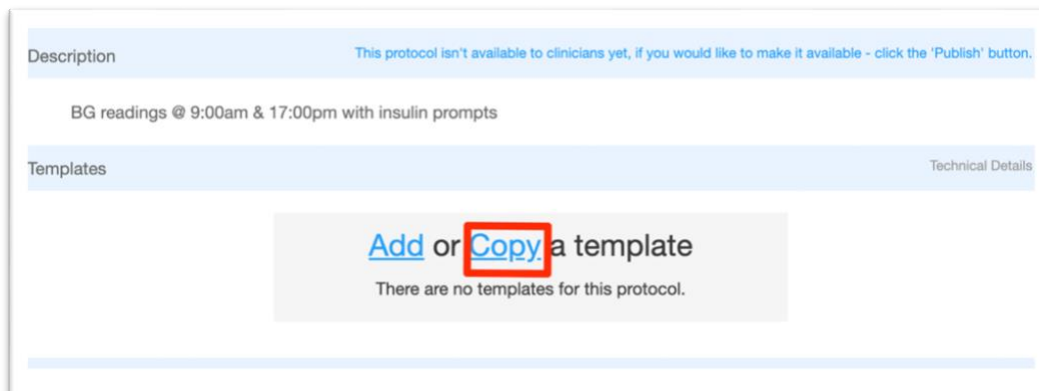


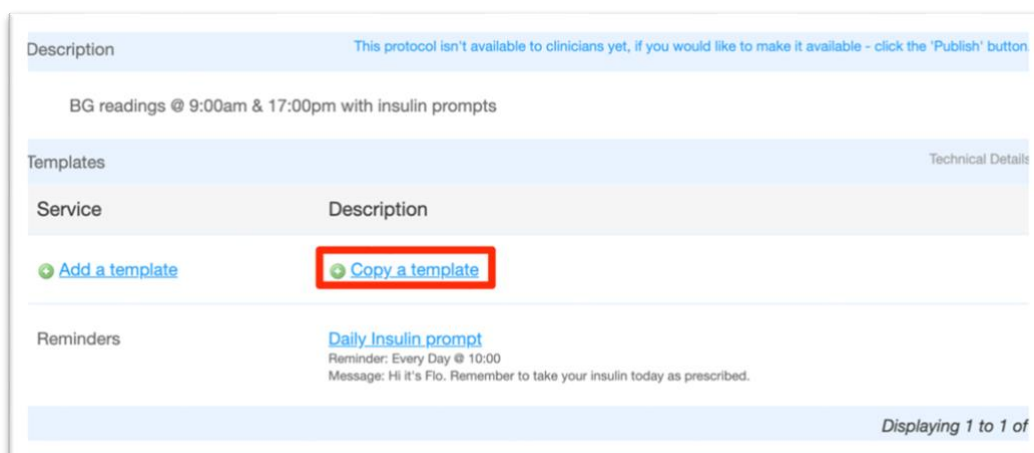
How to copy a template to a protocol in Flo

If you are creating a protocol in Flo, you have the option to copy a template from an existing protocol within your organisation.

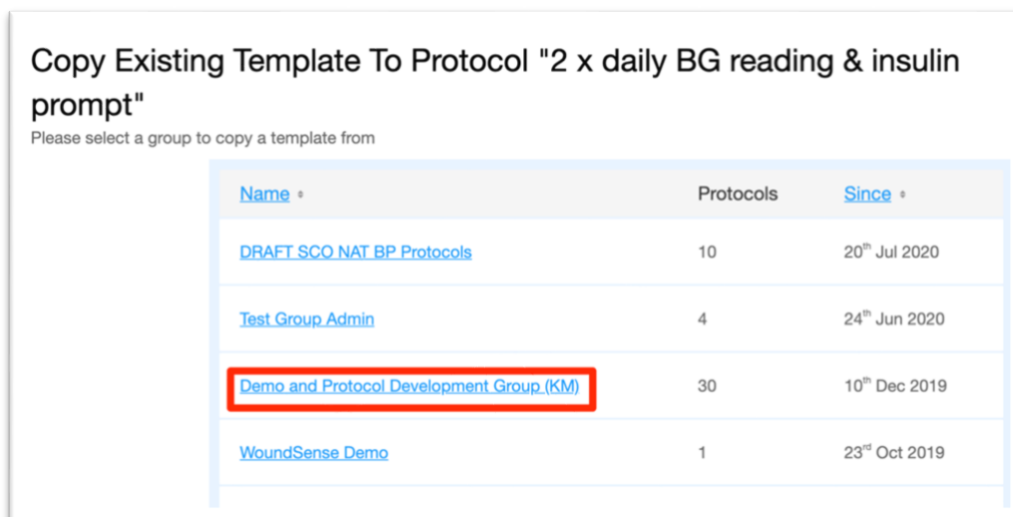
- If the protocol you are working on has no templates, click on “Copy”:



- If the protocol already has templates, then click on “Copy a template”:



- Once you have clicked on “Copy” or “Copy a template”, you will see a list of groups within your organisation. You will need to select the group where the protocol you are copying the template from is located:



- Next, click on the name of the protocol you want to copy the template from:

Copy Existing Template To Protocol "2 x daily BG reading & insulin prompt"

Please select a protocol to copy a template from

Name *	Since *
RCO&G PIH (Non-medication)	15 th Jul 2020
Fasting/Non-Fasting BG	14 th Jul 2020
BG B+A	14 th Jul 2020
Relapse Prevention MB 424 734 4390	10 th Jul 2020

- You will be taken to a list of templates within the selected protocol. Click on the template description in blue:

Service	Description	Created
Blood Glucose B+A	Reading: Every Day @ 10:00	14 th Jul 2020

- Click on "Create" to confirm your choice. Flo will now take a copy of this template and add it to the protocol you were working on.

Copy template

[Return to protocol](#)

Confirm template to copy

You are about to copy the following template:

From
Group: Hannah Demo
Protocol: BG B+A

Service
Blood Glucose B+A

Template Description
Reading: Every Day @ 10:00

To
Group: Hannah Demo
Protocol: 2 x daily BG reading & insulin prompt

Create

- Flo will confirm that the template has been successfully copied. Click on "Return to protocol" to return to the protocol that you were working on. You can now amend this template as you would a template you added.

Success

You have successfully copied the template.

[Return to protocol](#)