

Organization's Templates

This page contains instructions on how to manage all templates used by an organization account.

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- [User templates](#)
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- [Equipment templates](#)

Overview

Each of the templates below comes in handy when accounts that use similar settings need to be added to the system. Instead of configuring the user or the extension roles each and every time, you can choose one of the templates available in the system.

User templates

The **User Templates** page contains controls with the help of which you can:

- view the organization's user templates
- create a new template
- search for certain templates
- edit any of the user templates available in the system
- remove unused templates

To add a new template, click the [Add Template](#) icon available in the **Tools** section. The **Add User Template** page allows you to fill in the information required to define the template. The customizable parameters are grouped into several sections:

- Edit User Template
- Limits
- Charging Plan

For more detailed information, read the [User Templates](#) section.

Extension templates

The **Extension Templates** management page allows you to:

- view the organization's extension templates
- create a new template
- search for certain templates
- edit any of the extension templates available in the system
- remove unused templates

To add a new template, click the [Add Template](#) icon available in the **Tools** section. The **Add New Template** allows you to fill in the information required to define the template.

The limitations imposed on the extensions are given by the settings set up in the organization's **Permissions and phone numbers** page.

For more detailed information, read the [Extension Templates](#) section.

Email templates

VoipNow can send email notifications to its accounts when standard events occur. The text of the notifications can be customized. The system can be set up to send only certain notifications and only to predefined accounts.

Based on such requirements, you can set the notification preferences for the events listed in the **Email Templates** page. Check [this area](#) to find out what email template can be customized for an organization account.

For a detailed overview, read the [Manage Email Templates](#) section. Some of the functions described there may not be available or may be modified, according to the level of access.

Equipment templates

As a system administrator, you can modify the templates added by the organization and change the configuration files or add new equipment. The modifications will be reflected at the account level as well.

The **Provisioning Templates** page lists all the provisioning templates available for the current organization account.

These templates can be added by:

- the system administrator(s), but only if their **Visibility** is set to **Available to the admin, service provider and organization** levels
- the organization itself

The provisioning templates added from this page can be used only by the current organization. The templates are not available to the other organizations in the system.

To read more on their options and functionalities, check the [Manage Equipment Templates](#) area.

Related topics

[Manage account templates](#)

[Manage email templates](#)

[Manage SIP devices](#)