

# Service Provider's Templates

This page contains instructions on how to manage all templates used by a service provider account.

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- [Organization templates](#)
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## Overview

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

## Organization templates

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

- view the service provider's organization templates
- create a new template
- search for certain templates
- edit any of the organization 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** page allows you to fill in the information required to define the template. The customizable parameters are grouped into two sections:

- Template Form
- Permissions
- Limits
- Charging Plan

For more information on how to add and manage an organization template, check the [Organization Templates](#) area.

## User templates

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

- view the service provider'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 New Template** page allows you to fill in the information required to define the template. The customizable parameters are grouped into two sections:

- Edit User Template
- Limits

For more information on how to add and manage a user template, check the [User Templates](#) area.

## Extension templates

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

- view the service provider's extension 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 New Template** page allows you to fill in the information required to define the template. The customizable parameters are grouped into two sections:

- Edit User Template
- Limits

For more information on how to add and manage an extension template, check the [Extension Templates](#) section.

## Email templates

VoipNow can send email notifications to its users 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 users.

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, check the [Manage Email Templates](#) area. Some of the functions described there may not be available or may be modified, depending on the level of access.

## Equipment templates

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

The **Provisioning Templates** page lists all the provisioning templates available for the current service provider account. These templates can be added by:

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

The provisioning templates added from this page can only be used by the current service provider. The templates are unavailable to all other service providers in the system.

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

Related topics

[Manage account templates](#)

[Manage email templates](#)

[Manage SIP devices](#)