Creating and Managing Your Templates

Personal templates are private to your account. Create them from the submission form or directly from the Templates page.

Creating a template

From the submission form

1. Fill in the submission form as you normally would.
2. Click **Save as template** instead of (or before) submitting.
3. Enter a name for the template and confirm.

This is the quickest way to save a configuration you have just used successfully.

From the Templates page

1. Go to **Templates** in the navbar.
2. Click **New Template** under **My Templates**.
3. Fill in the fields inline and click **Save**.

Editing a template

1. Go to **Templates** and find the template under **My Templates**.
2. Click **Edit**.
3. Update any fields and click **Save**.

The same partition-aware behaviour applies as on the submission form — changing the partition refreshes the available accounts, QOS, constraints, and node list.

Submitting from a template

1. Go to **Templates** and find the template you want to use.
2. Click **Use** — the submission form opens pre-filled with the template's values.
3. Enter a job name, make any last-minute adjustments, and click **Submit Job**.

Deleting a template

Click **Delete** next to the template and confirm. Deletion is permanent.

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