Using Base Templates

Templates save job configurations so you do not have to re-enter every field each time you submit. There are two kinds: **base templates** provided by HPC staff, and **personal templates** you create yourself.

Base templates

Base templates are created and maintained by HPC staff. They represent tested, recommended configurations for common workloads — for example, a standard GPU job or a multi-node MPI setup. You cannot edit or delete base templates, but you can clone them.

Cloning a base template

1. Go to **Templates** in the navbar.
2. Find the base template you want under **Base Templates**.
3. Load it and save it under a new name (button labels may vary — check the Templates page for the exact action).
4. The template is copied to your personal templates where you can edit it freely.

Cloning is the recommended starting point for new users. Pick the base template closest to your use case and adjust the resource values and script to suit your workload.

What templates store

A template saves all form fields, including the job name: partition, account, QOS, CPUs, memory, time limit, nodes, constraints, array specification, output paths, working directory, notify settings, and the job script. You can still change any field, including the job name, before submitting.

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