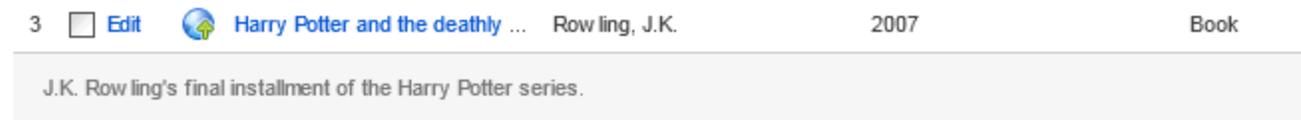


Creating the template for the second line

This section describes creating and managing the templates for adding a second line to [grid view search results](#).

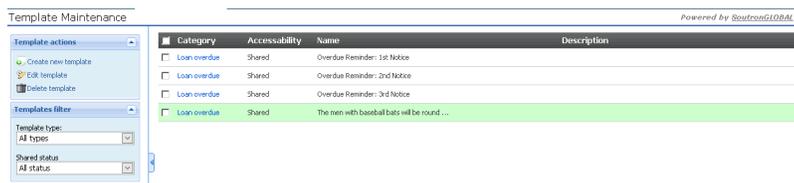
The second line can contain any number of fields, and spans the entire width of the table.

For example:



To access the templates, select **System Management > Task Centre > Template Maintenance**.

The following screen is displayed:



This displays any templates already defined: you can limit the display to a particular type of notification, or whether they are Shared or Private, by selecting from the drop-down list in the Templates Filter.

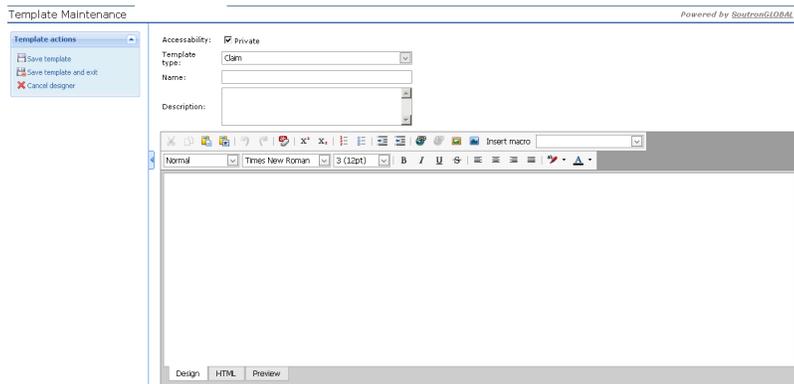
From here you can:

- [define a new template](#)
- [edit an existing template](#)
- [delete a template](#)

Creating a new search results template

To create a new template, click **Create new template** in the Actions menu.

The following screen displays:



Template designer

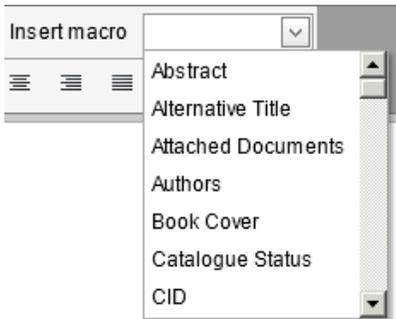
Enter the following information at the top of the screen:

Accessibility	By default this is set to Private, which means that it is only visible to you. To enable others to see it, untick the box.
Template type	This is populated automatically and is set to "Claim". Use the drop-down list to change it to "Search Result".

Name	Enter the name of this template, eg "Search Result - Abstract" - it is useful to indicate in the name which fields are included
Description	Optionally, enter a short note describing the purpose of this template

Adding fields

Fields are added by selecting from the drop-down list of macros which is at the end of the toolbar:



To insert the data:

1. place the cursor where you want to insert it in the rich text area
2. select the relevant field from the drop-down list
3. click **Insert Macro**

The macros are inserted in square brackets. For example:

[Abstract]

Adding text

You may also want to add text to the fields, for example:

Summary: [Abstract]

Text can be added and formatted just as with standard word processing.

Completing the process

When you have finished, click **Save** in the Actions menu, or **Save and close** to return to the list of defined templates.

You do not need to set up a task for this template.