Rule Template

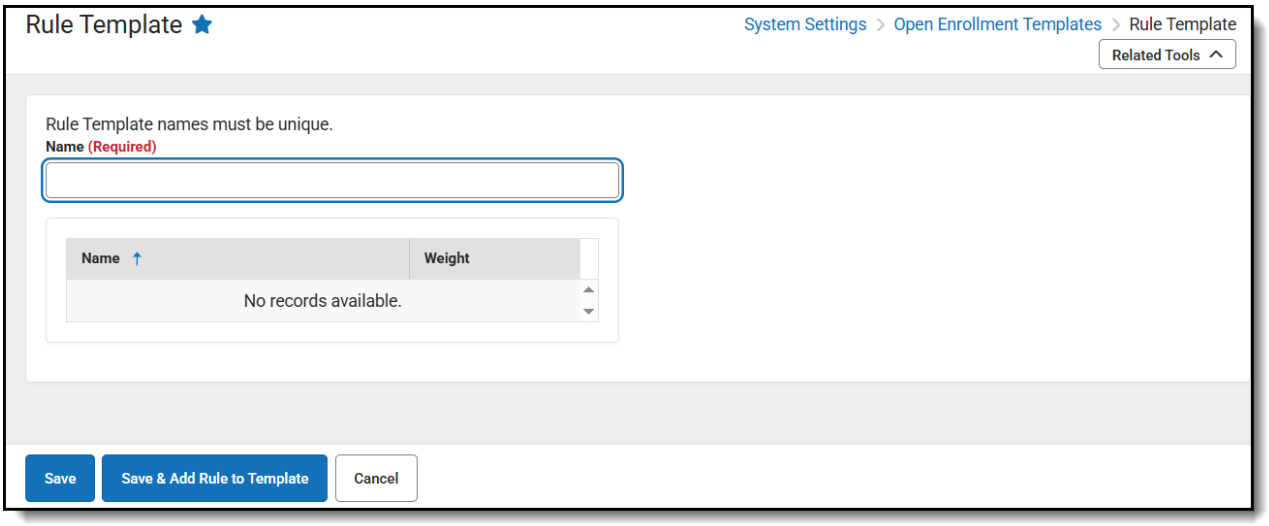
Last Modified on 07/09/2026 12:11 pm CDT

Tool Search: Rule Template

Rule Templates are used to import Rules during Open Enrollment Setup for a Preference during configuration. After a template has been created, it can be deleted by selecting that template from the list and clicking the Delete button.

See the Open Enrollment Templates Tools Tool Rights article for information on rights needed to use this and related tools.

Rule Templates can also be created during the Preference setup.



Create a New Rules Template

1. Click **New**.
2. Enter a name for the template.
3. Add existing Rules to the template by clicking Save & Add Rule to Template. For more information, review Rules (Open Enrollment Setup).
4. Review the Rules you have added to the template.
5. Click **Save**.