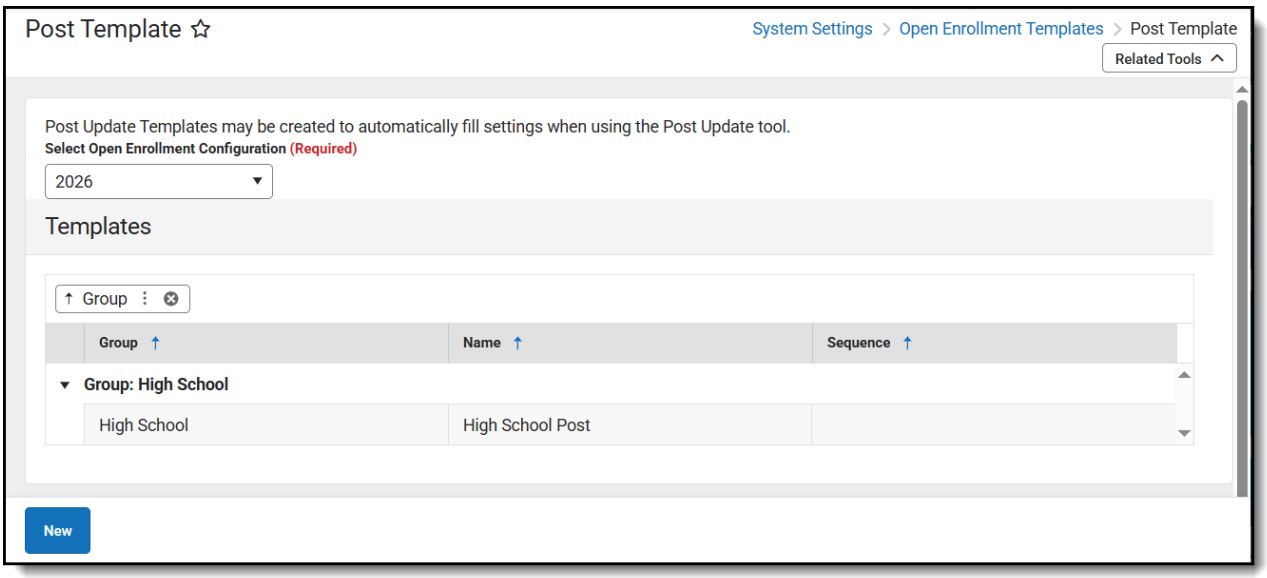
Post Template

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

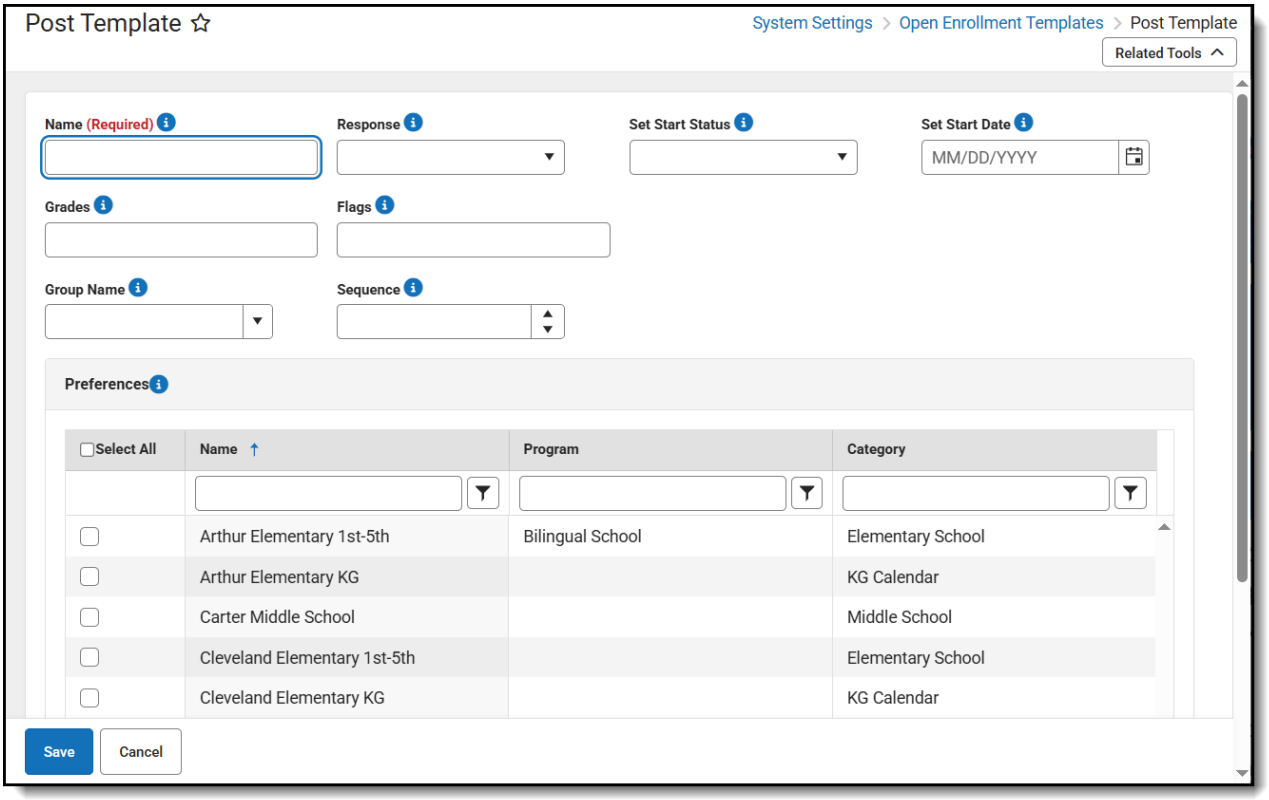
Tool Search: Post Template

The Post Template tool is used to automatically fill settings when using the Post Update tool. Templates for a specific year can be viewed by selecting a configuration from the Select Open Enrollment Configuration and then clicking the name of the template within the list.

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



Create a New Post Template



Select all filters and options you wish to apply to posts using a template in the future. Templates can be deleted by clicking them from the list of available templates and clicking Delete.

1. Click **New**.
2. Enter a **Name**. Names must be unique for this Configuration.
3. Select a **Response**.
    - Only applications for the selected Responses will be included. If blank, all responses will be included.
4. Select a **Set Start Status**.
    - The Set Start Status applies the selected value to the Start Status of the Enrollment that is created.
5. Enter a **Set Start Date**.
    - This is the Start Date for the enrollments. If left blank, it will default to the Calendar Start Date.
6. Select **Grades**.
    - Only applications for the selected Grades will be included. At least one Grade is required.
7. Select any of the available **Flags.**
    - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
8. Select an existing Group Name or enter a new Group Name.

    This field places the template in a Group. Groups are used to help organize templates.

9. Enter a **Sequence**. This will determine the order the templates will be listed.
10. Select any **Preferences**.
    - Only applications for the selected Preference will be included. At least one Preference is

required.

11. Click **Save**.