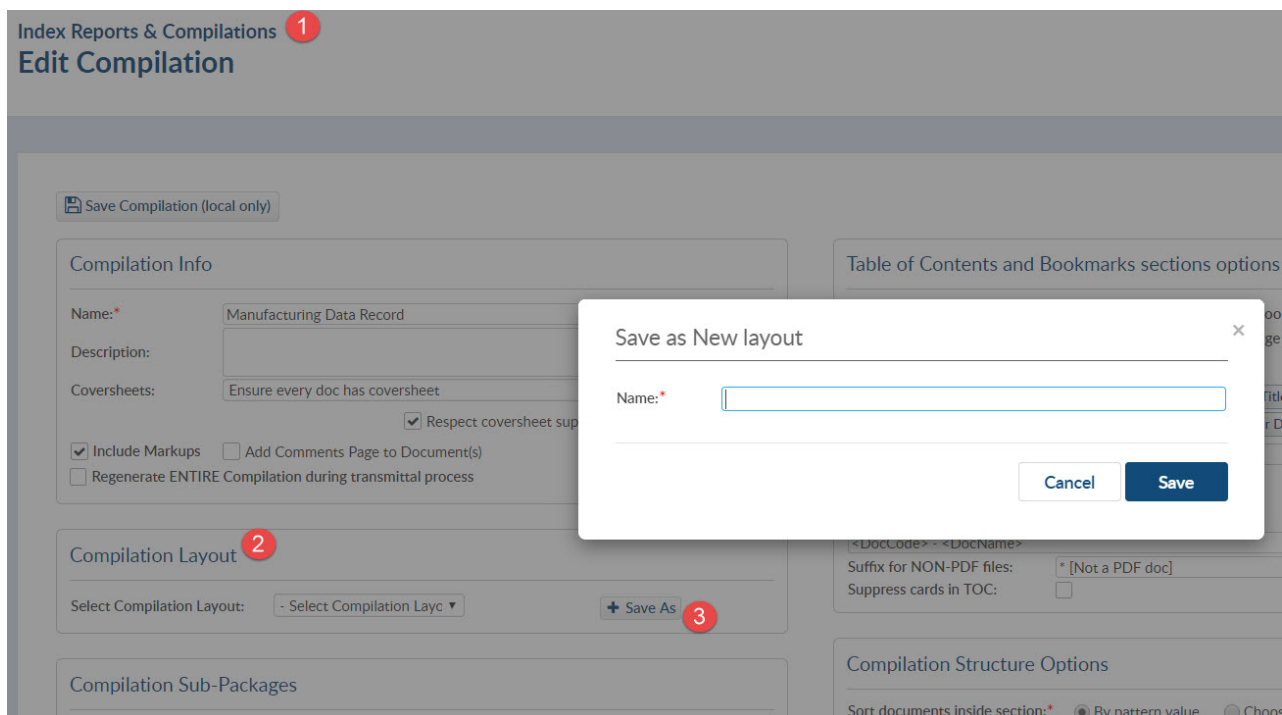# Create and Save a Reusable Compilation Layout

09/16/2024 1:42 pm MDT

You can save a compilation layout and use on future projects.

To Save from project

In the Edit Compilation screen, find the section Compilation Layout, Click Save As
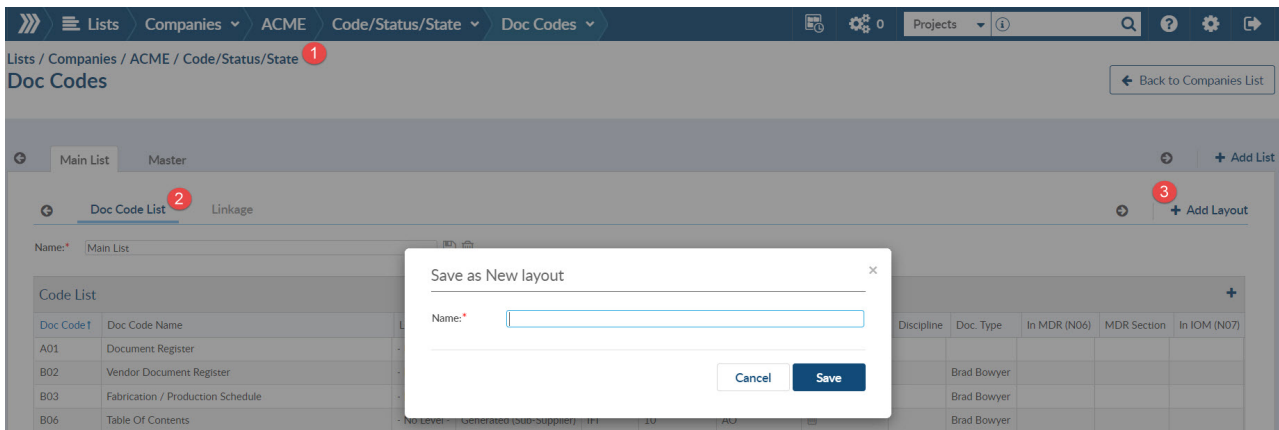

The name of the Layout serves as the selection to be able to use in the future.

To Save from Company

In the Company Click Profile, Lists, DocCodes & Layouts

Sometimes a company will have multiple DocCode Lists so be sure to select the correct list (Compilation Layouts are linked directly to the DocCode list)

Click the add in the secondary grid.

The name of the Layout serves as the selection to be able to use in the future.

Document Codes and Sections

Once the Layout is saved you will be able to select it for future projects. You will notice that the sections are automatically created but you still have to select the DocCodes that you want to be used in your compilation. Assuming the DocCodes selected were part of the saved layout, they will automatically be put into the applicable section.