

# Templates

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In this tutorial you will learn how to create and copy cart templates in Rialto.

Templates are helpful when you want to batch apply the same settings to multiple items in your cart.

First I want to create a new template by going to Market > Manage Cart Templates. Here I can see all the templates currently available to me. I'm going to make a new one by clicking "Add Template".

By default the template is inactive, indicated by the greyed toggle button on the left. To configure this I'll click on it and a panel opens. Sections with the grey box icon with a P are for print materials only, and will not be applied to electronic items.

The template title and ordering library are the only required fields. I'm going to name this, select "Law Library", and you'll see that I now have a few more options I can assign. It is important to note that templates are ordering library specific. Meaning if an item is ordered for the Law Library, you cannot apply a template from the Main Library.

I'm going to select a location and fund. You have the same selections available here as an individual item in your cart. I'm going to leave the shelf ready, notes, and interested user sections blank for now.

Once you have the required fields filled out, you can check the box at the top to make the template available to everyone in your institution. If left unselected, only you can see it, I'm going to leave it unchecked for now.

Now that I've made all my changes I'll toggle the button to the left of the title to save my template and activate it.

I already have a few items in my cart that I'm ready to purchase. I'll click the cart icon on the top of the page. After my cart loads I want to make sure that I'm ordering for the same library that I assigned my template to.

If you want to apply a template to everything in your cart you can bulk assign it by selecting the template from the drop down on the right and then clicking "Apply to all".

But I only want to apply it to some of the items. So I'll check the ones I want, select my template, and then click "Apply to selected". Now you can see the settings from our template have been applied to the items in my cart. When I open an item I can see which values in the form were applied from the template.