# SOLUTIONS 2SHARE

# Template Hub
## Easily manage file templates

**Office 365**

## TRY OUT THE TEMPLATE HUB FOR OFFICE 365
## MANAGE AND PROTECT YOUR COMPANY'S FILE TEMPLATES!

**EASY INSTALLATION IN THE SHAREPOINT APP CATALOG**

**SET ACCESS RIGHTS GENERALLY OR INDIVIDUALLY**

**PROTECT DOCUMENT TEMPLATES**

**ADD AND MANAGE TEMPLATE CATEGORIES**

**DRAG AND DROP NEW TEMPLATES**

The template library allows filtering by categories; templates can also be found using the search function. The document preview facilitates selecting a template. Manage your templates centrally and minimize your administrative effort!

# 30 Day Free Trial!

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# GENERATE DOCUMENTS FROM FILE TEMPLATES

Generate documents from templates as easy as never before. Access all corporate documents with the push of a button. Find the right template quickly and easily, then edit and create your document with one click!

**Always the latest template at hand?** Save time and money with a centralized template management.
**Compliance:** Make sure only certain persons in your company are able to edit and provide templates.

## YOUR BENEFITS

- Centralized template management
- Update only once
- Link with content types
- Access for all users
- Available in every document library
- Document preview with full image

- Fast search
- Template categorization
- Filtering and sorting options
- Indexing directly after creation
- Editing directly after creation
- One-click installation via App File

## WELL-ARRANGED TEMPLATE LIBRARY

The template library is filterable by categories, it has a fast search box at the top right, a drop-down menu for selection of different views and it gives you a small preview of the selected document.

## EASY CATEGORIZING AND STRUCTURING

The template library is filterable by categories, it has a fast search box at the top right, a drop-down menu for selection of different views and it gives you a small preview of the selected document.

## INSTALLATION VIA APP FILE

Installation and provisioning of the Template Hub App can be done easily with the App File which you can purchase on our website or in the Office Store.

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