

# Importing process templates

If you want to use Kodak pre-configured, workflow-specific, process templates, you can download those that fit your workflow from the My Kodak Services portal at <http://services.kodak.com/>. Alternatively, you may have exported one or more process templates from another Prinergy Evo system.

1. From the My Kodak Services portal or another location, select and download the relevant process templates to a temporary folder on the Prinergy Evo server computer.  
**Important:** In order to import the process templates into the Prinergy Evo Server database, you must download the process templates to the server computer or to a shared folder on which the Prinergy Evo server computer has read, write, and modify privileges.
2. In the Process Viewer window, from the **Configure** menu, select **Process Templates**.
3. In the Process Template Editor dialog box, from the **File** menu, select **Import Process Templates**.
4. In the Select File(s) and/or Group(s) to Import dialog box, browse to the mounted volume to which you saved the downloaded or exported process templates.
5. Select one or more process templates or folders that you want to import and click **Select**.
6. In the Process Template Editor dialog box, in the folder tree, check that the imported process template appears.