
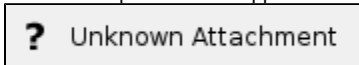


Creating a Template 1.0

1. Click the **Templates** tab.

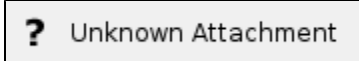
2. Below the left panel, click  **Unknown Attachment**.
The new template window appears.



3. Enter a name, description, and version for the template. The UID is also a required field but the AIM Template Builder supplies it automatically. Optionally, select values for Modality and Preceding Annotation.

4. Click **Save**.

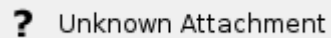
The new template appears in the Templates panel. You may see warnings depicted by yellow triangles in the template. For example, if you have not yet assigned the required metadata, you are notified that it is missing. The Description section below the Template Components panel shows the list of warnings. Click to locate the problem location and fix it.




5. [Add a tag](#) (also called a code) to the template. Tags can either be string values or lexicon terms. A template must have a code assigned to it. The assigned code describes the purpose of the template.
6. [Add one or more components](#) to the template. Components can be anatomic entity, imaging observation, inference, calculation, and markup or geometric shape.
7. [Add one or more characteristics](#) to each template component you add, as applicable (Inference and Calculation components do not have associated characteristics).
8. [Specify the allowed terms](#) for each characteristic (for Anatomic Entity and Image Observation components) or component (for Inference and Calculation components).



Expanding and collapsing



Above the Template Components panel, click the plus or minus buttons () to expand or collapse the template components, respectively. When you expand a template component, you see all of its characteristics. In the template component tree, double-click a component or characteristic to expose additional detail about its metadata.