

Overview of Template Items

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This guide provides an overview of the Template Items module. It is intended for general users.

When you add [line item codes](https://aace6.knowledgeowl.com/help/overview-of-line-item-codes) (LICs) to a [template record](https://aace6.knowledgeowl.com/help/overview-of-templates), aACE tracks those LICs in the Template Items module. This module gives you easy access to viewing all items used in your templates.

To access the Template Items module, navigate from Main Menu > Order Setup > Details > Template Items. This module only has a [list view](https://aace6.knowledgeowl.com/help/overview-of-the-list-view).

Template Name	Abbr	Code	Description	Quantity	Apply	Amount	Status
> I Learn French: 5 Classroom Order	FRENCH5	> TM-FRNCH3	J'Apprends: I Learn French Teacher's Manual	5	Unit Adj %	5.00%	ACTIVE
> I Learn French: 5 Classroom Order	FRENCH5	> TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	150	Unit Adj %	5.00%	ACTIVE
> Video Shoot	VIDEO	> JOB-VP	Video Production	1	Fixed Price	1,500.00	ACTIVE
> Video Shoot	VIDEO	> L-PRD	Production Labor	3	Fixed Price	200.00	ACTIVE
> FedEx Ground	FEDX-GR	> SHIP	Shipping	1	Fixed Price	29.99	ACTIVE
> Magazine Ad - French Textbook	FRNCHMAG	> TM-FRNCH3	J'Apprends: I Learn French Teacher's Manual	5	Unit Adj %	5.00%	ACTIVE
> Magazine Ad - French Textbook	FRNCHMAG	> TB-FRNCH3	J'Apprends: I Learn French 3rd Edition	150	Unit Adj %	5.00%	ACTIVE
> Technology Promotional	TECHPRO	> TECH-001	Electronic Whiteboard, Freestanding	1	Unit Adj %	-10.00%	ACTIVE
> Technology Promotional	TECHPRO	> TECH-E2	Electronic Whiteboard Pen	3	Unit Adj %	-5.00%	ACTIVE
> Technology Promotional	TECHPRO	> TECH-D2	Electronic Whiteboard Stand	1	Unit Adj %	-15.00%	ACTIVE
> Technology Promotional	TECHPRO	> TBLT-7	Student tablet	30	Unit Adj %	-7.00%	ACTIVE
> Dry Erase Marker Subscription	SUB-DRY	> DRY-E	Dry Erase Markers	25	Fixed Price	9.00	ACTIVE
> New Customer Inquiry	LEAD	> MKTG-CAT	Catalog	1	Fixed Price	0.00	ACTIVE
> Mounted Whiteboard Installation	MWBI	> L-ASMBLY	Assembly	1	Unit Adj %	15.00%	ACTIVE
> Mounted Whiteboard Installation	MWBI	> L-SRV	Onsite Service	3	Fixed Price	250.00	ACTIVE
> Mounted Whiteboard Installation	MWBI	> L-QA	Quality Assurance	.5	Unit Adj %	10.00%	ACTIVE
> Teacher Appreciation Sale	TEACH	> TBLT-7	Student tablet, 7" screen	1			ACTIVE
> Teacher Appreciation Sale	TEACH	> TBLT-8	Student Tablet, 8" screen	1			ACTIVE
> Teacher Appreciation Sale	TEACH	> TBLT-9	Student Tablet, 9" Screen	1			ACTIVE
> Teacher Appreciation Sale	TEACH	> TBLT-7C	Student Tablet, 7" case	1	Unit Adj %	-20.00%	ACTIVE
> Teacher Appreciation Sale	TEACH	> TBLT-8C	Student Tablet, 8" case	1	Unit Adj %	-20.00%	ACTIVE
> 20% Off Tablet Accessories	20TAB	> TBLT-9	Student Tablet, 9" Screen	1			ACTIVE

You can use the Go-To links (>) to view related templates and line item codes. You can also search the listed template items using the [Quick Search bar](https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) or locate records using the search links in the module footer.