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Template Page Category

Settings > Accounts Payable > Digital Capture Invoice Templates

Categorizing Template Pages

Categorizing template pages gives you the ability to label all the pages that are related to a specific function. This allows you to limit the number of template pages you see on the screen.

To categorize template pages, complete the following steps:

- Access the Digital Invoice Templates page by clicking *Settings > Accounts Payable > Digital Capture Invoice Templates* from the menu bar.
- Highlight the Master Template.
- Click **Edit**.
- The Digital Invoice Capture Template will display:
- Click the **Set Category** icon:
- Enter the Category label of your choosing in the **Category To Set** field.
- Check the box beside the template pages you wish to set under the category.
- Click **Set Category on All Checked rows**.
- You can continue labeling and setting up different categories by following the above steps.
- Once you are finished, click **Exit Set Category Mode**.
- Click **Save**.