You can now share project templates with other TR users, within your team or with the TR community through the TR website.

Under the project (or sub-project node), there is an Export Template transaction. This function exports the selected project or sub-project into a separate file with the extension .trpt. This is the file the other users will need to import using the Import Project Template function.

To share with the TR community, log on to the TR website and submit your file under the Software menu, Project Templates page. Please note that the template needs to be approved by the TR team before becoming available.

The Import Project Template function is called under the File Menu, Import Option.

You need to select a project template file (.trpt extension). The project template will be added at the bottom of your project template tree.

If the contexts, topics and criteria values used in the project template do not exist in your data file, the default values for these fields are used: 'None' for topics and contexts, blank for criteria. So if you want to share project templates within a team, make sure every user has the same set of values for these fields.

The creation date for the project, sub-projects and actions is set to the date you are importing the template.

Any other dates are set to null.

You can download templates files from the TR website.