

Your team has already built the template you need

Shared templates put your team's work in one library. Check it before you build anything.

Templates

My library

Team library

Phrases

Annual physical — SOAP

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Shared by Dr. Nguyen

+ Add to my Library

Post-op follow-up

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-
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Your template

Visibility

Only me

Team



Borrow one

Templates → Team library. Everything your colleagues have shared. Click to preview, then **Add to my Library**.



Share yours back

Open the template and switch visibility at the bottom of the editor from **Only me** to **Team**. Templates you own only.



Make it yours first

You can't edit a teammate's template directly. Add it to your library, duplicate it, then edit the copy.



One thing to know

Auto Learn doesn't run on shared templates. Duplicate a borrowed one before you expect it to adapt.