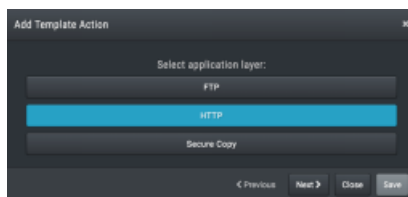


CREATING FILE LIBRARY TEMPLATES

To support the quick creation of Actions involving the same file transferred via different file transfer types, there are four templates available. You can also create Templates.

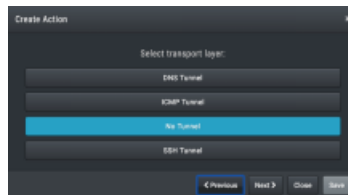
1. Go to **Library > Files**.
2. Click **Templates**. The Templates Library appears.
3. Click **Add Template**. The Add Template form appears.
4. Complete the Add Template form and click **Create Template**. The template is added to the Templates library and is ready for you to populate it.
5. Click **Add Action, +** next to your Template.
6. Select the application layer and click **Next**.



(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/629cec49e07dc756be50ab04/n/creating-file-library-templates.png>)

Select Application Layer

7. Select the transport layer and click **Next**.



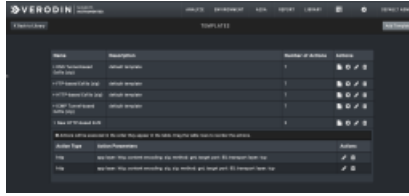
(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/629cec47e07dc756be50aaf2/n/creating-file-library-templates-1.png>)

Select Transport Layer

8. Complete the Action information and click **Save**. The Action will be added to the template.
 - a. (Optional) Enter the File Encoding.
Supported archive formats include zip, gzip, bzip2, tar, rar, and 7zip. Enter a single archive type for one level of encoding (e.g., zip) or a comma-delimited list for multiple levels of encoding (e.g., zip, zip, zip)
 - b. Select the **Direction of Transfer**.
 - c. Enter the Target Port.
9. Continue Adding Actions until you are satisfied with your template.



NOTE: To see all Actions in your template, you can expand the template.



(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/629cec47e07dc756be50aaef/n/creating-file-library-templates-2.png>)

Template library