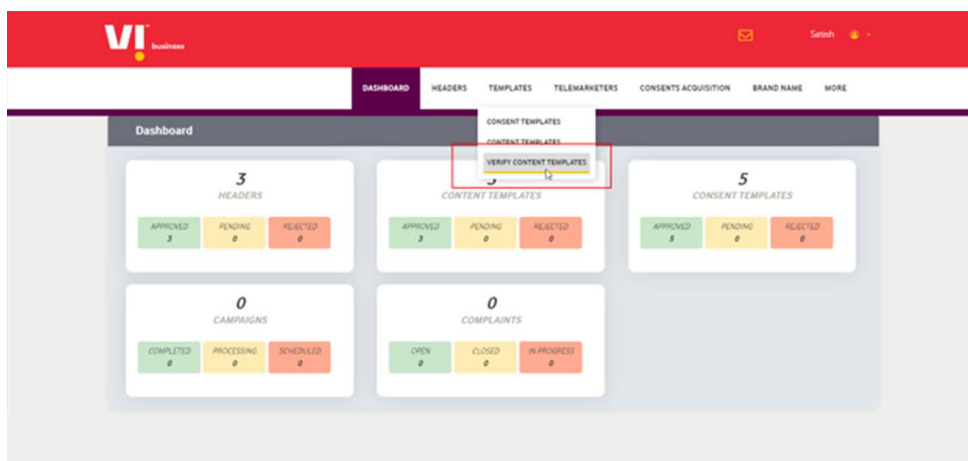


# Verify Content Templates

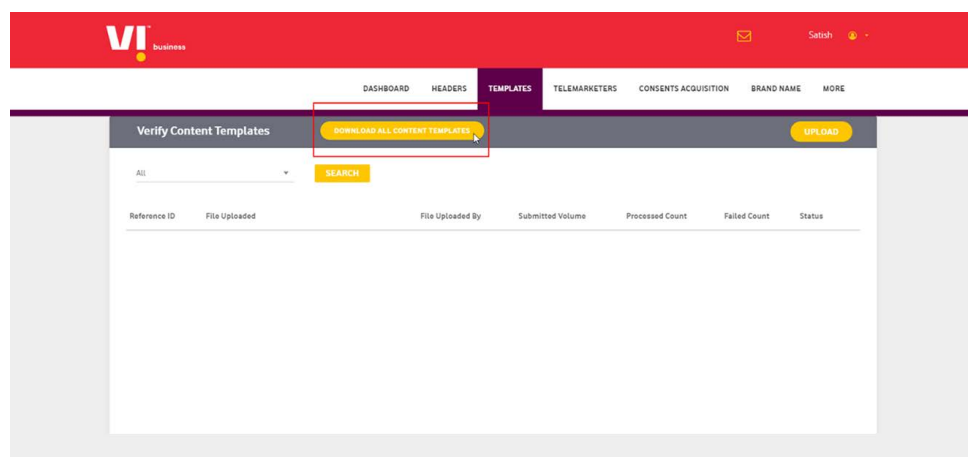


This document outlines the process of verifying the Content Templates created on VIL DLT.

Go to Templates -> Verify Content Templates

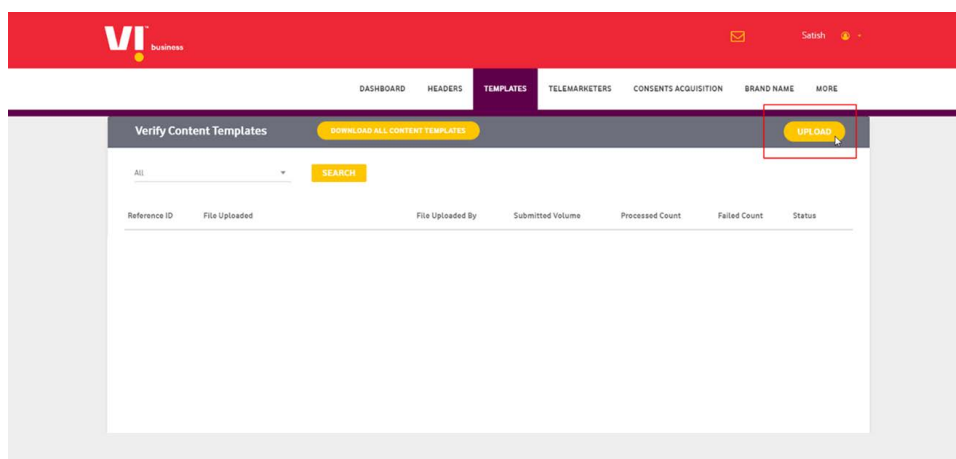


Click on Download all Content Templates. This will download all the Content Templates registered on the VIL DLT

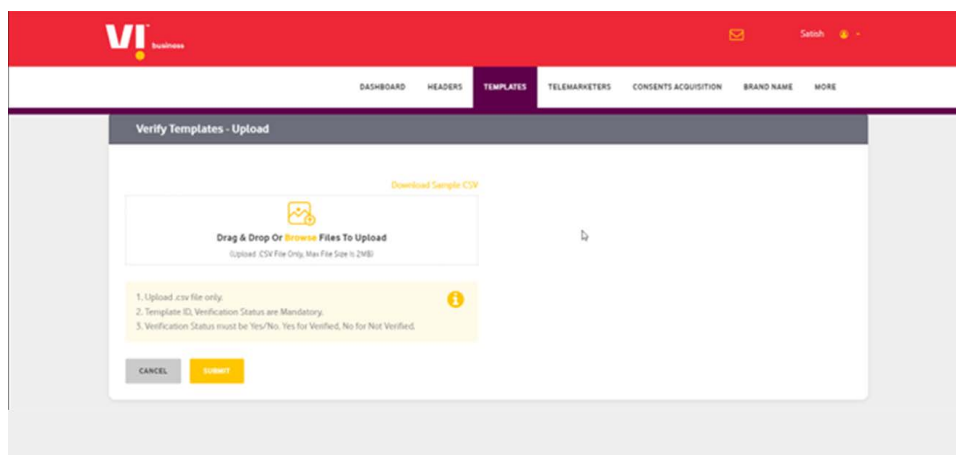


Check through all the Content Templates (Content Template IDs and Content Template names will be downloaded in Step 2).

Click on Upload



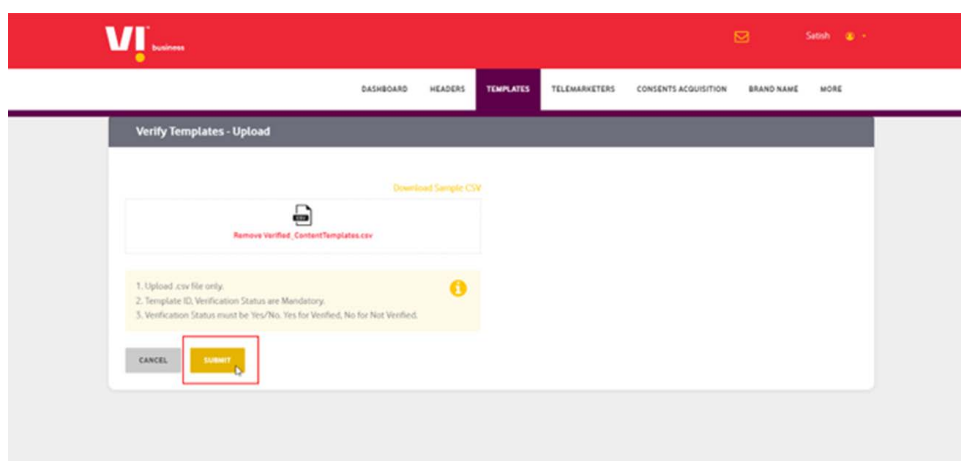
You will get to this page:



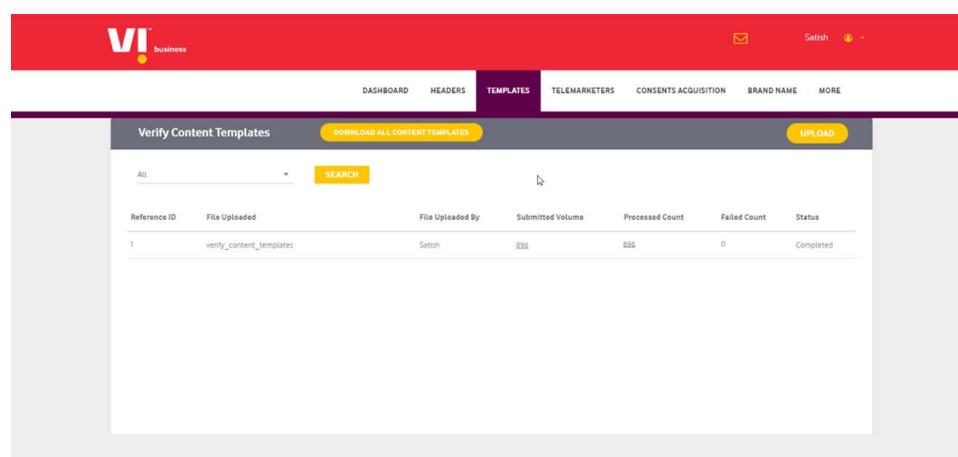
From the file downloaded in Step 2,

- Verify all the Content Templates are registered by you and are in use.
- Remove the data from Column B (Content Template Name).
- Now the file only contains Content Template ID in Column A.
- Add a Heading as “Verification Status” in Column B.
- On Each row with Content Template ID, Enter the Verification status as Yes/No
  - Yes – If the Content Template was registered by you and in use.
  - No – If the Content Template wasn’t registered by you or you will not be using it in future.

Upload the file by Browsing or Drag and Drop in the given space and submit.



Check the status of the uploaded file after submitting.



All the Content Templates marked “Yes” in the Verification Status are verified.

Thank you