1. Open ETS.	
 Select the File tab. From File tab select Resource Library. 	File Exam Management Asset Review Conduct Exam Review Im My Exams Resource Library
	Set up Exam Load Exam File Consumer Protection (0)
	Resource Library Document Templates (0) Recent Institutions Collateral Templates (0)
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 Select Import resources at the lower portion of the page. 	Save selected to file
4. The Import Resources dialog box will appear.	Import Resources Import Resources Import Resources Import Resources Organize New folder Import Resources Import Resources Import Resources Name Dete modified Type Size ExaminerMaterial 2/25/2016 2:04 PM File folder ExaminerMaterial 2/25/2016 2:05 PM Downloads ExaminerMaterial Downloads Assets Requiring Enhanced Monitoring - Ibraries Documents Music Pictures Videos Videos Computer OSDisk (C)
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5.	Select the file to be	
	imported.	Import Resources
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		Notes:
		If you are saving the AREM Production template or a custom template that has been
		shared with you, be sure to save the file locally first. After the file is saved locally, select
		the file.
		• The extension should be .etsres and the dropdown box should state ETS Resource File.
6.	Once you double-	
	, click the desired file.	
	the following prompt	
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		Information Technology Assessment Built-in Safety & Sound
		Income/Loss Schedule Built-in Safety & Sound
		Edit Delete New blank template
		Note:
		You may sort the filters based upon Name, Source and Kind.
8.	Open the desired	
	exam.	

 9. Single click the Report of Examination at the Document level to enable Manage Pages. Click Manage Pages. 	File Exam Management Asset Review Conduct Exam Review Image: Gather Open Artifacts Archive Gather Offline Sharing Gather Image: Gather Save for Offline Sharing Collaboration Image: Gather Save for Offline Sharing DoE Page ROE Asset Display Dates Settings Image: Gather Save List Save Settings Exam Documents Image: Gather Save For Offline Sharing Collaboration Image: Gather Save List Save Document Image: Gather Document Image: Gather Save Document Imag
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19. Note the Save As New Template dialog box appears.	Save As New Template Location: Current open exam Resource Library *Template Name: Assets Requiring Enhanced Monitoring OK Cancel
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