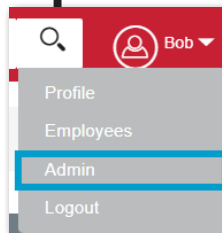


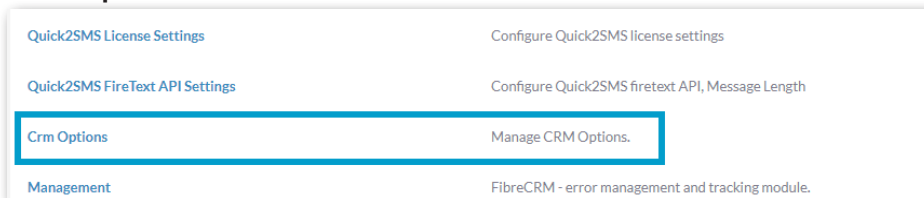
Visit support.fibrecrm.com for more info or contact your CRM Manager

Setting the Professional Letter Clearance Template

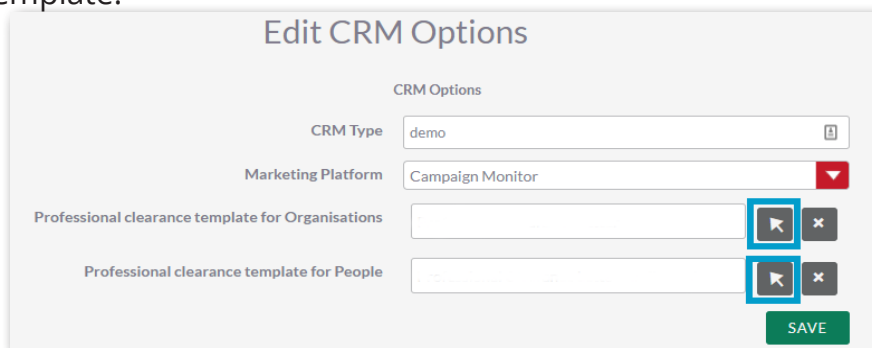
1. To set the Professional Clearance Letter Template to be used first navigate to your username in the top right hand corner and select **Admin**.



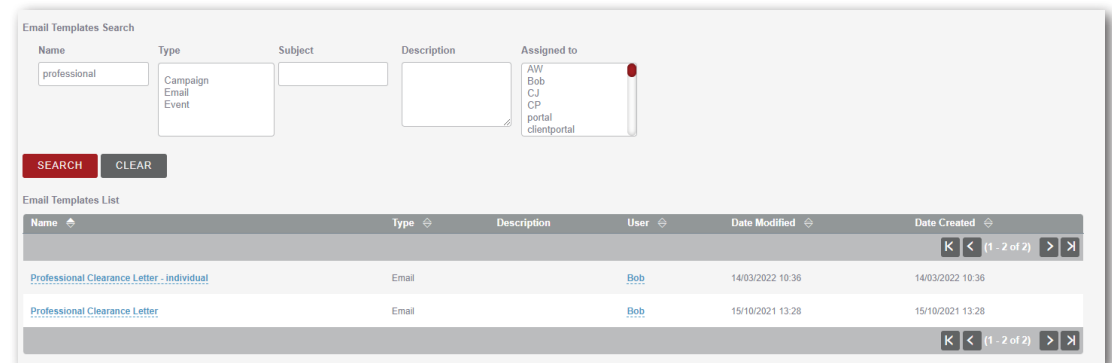
2. Scroll down to FibreCRM Modules and then select CRM Options.



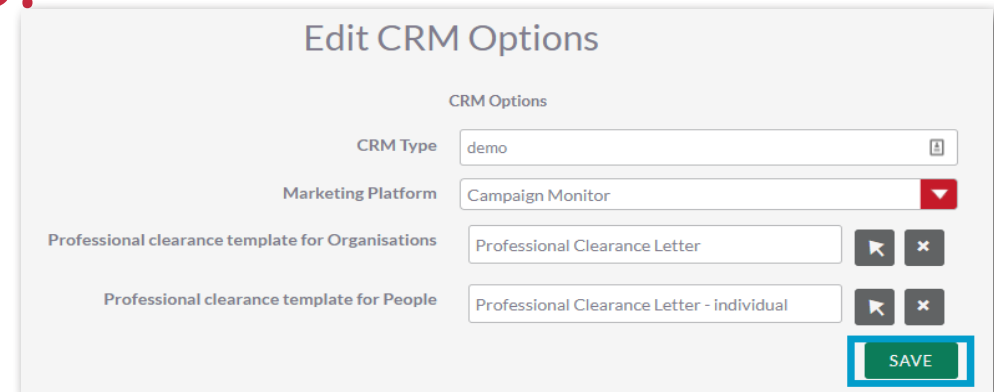
3. In CRM Options go to the Professional Clearance Template for Organisations and Professional Clearance Template for People click the select arrows to choose a template.



4. The select arrow will bring up a pop up box with a list of templates. Choose the template you'd like to use.



5. Once you've selected the templates you'd like to use click **Save**.



6. The templates you've selected will now be automatically selected for a user in **Send Professional Clearance Letter** pop up box.

