

Where to find UMS Template (in Microsoft Word)

The purpose of this aid is to inform officers where the Unsubstantiated Misconduct Screening (UMS) template is located.

Steps

- 1. Open Microsoft Word
 - a. From the home screen (before opening a new blank word document), on the tab on the left-hand side, click on "New" (circled in red)

60 Home	Good afternoon New 						
New	Blank document	UMS Template	Classic meeting agenda	Festive party flyer	Baby shower invitation - girl	Celestial meeting agenda	Double stripe agenda
Open	Search Recent Pinned Shared with N	Ие					More templates \rightarrow
	Name			Date modified			

b. Click on "Shared" (highlighted below)

	New					
Home			MEETING AGENDA	PARTY	It's a girl	
New			Active active Active active Active active active Active active Active active Active active Active active Active		In summer of MARKE Dest: Stander Street Addresses	
	Blank document	UMS Template	Classic meeting agenda	Festive party flyer	Baby shower invitation	
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	Office Shared Search for online templates		Q			
Account	Suggested searches: Business Cards	Flyers Letters Education Resu	imes and Cover Letters Holiday			
Options						

c. Wait for the shared folders to populate, you should see the below.



- 2. Open the "Blue Team" Folder
- 3. From there, open the "OPA UMS Template" folder. The UMS template is the only template in that folder. Open the template from there.