

## Templatedata

Templatedata is an area of your TeamSite directory, located at the bottom of the folders listed on the left side of your Content screen. See Figure 1

Generally, there is no reason to navigate to or work in the templatedata area. However, there are two circumstances in which you may need to: TeamSite unexpectedly shut down while you worked in a file (prior to publishing through the workflow); or, you created a new file, saved your work, but did not publish it through the workflow.

### Instructions:

1. Navigate to your regular work area (most likely in your favorites). Example: DAS/OHPR/OPDP
2. Using the directory on the left side of the screen, scroll to templatedata and click on it.
3. Depending on the type of file you seek, click on Agency\_Pages, Free\_Form\_Templates, or Popularity\_Boxes.
4. Click on the appropriate template name. *Note: You must know what type of template you used to create the file. If you cannot remember, select a folder and follow the instructions below until you find it.*
5. Click Data.
6. Click DAS. Things will start to look familiar now.
7. Navigate to your minisite, and you should find the missing file. If it is not there, return to step 4 and try another template type.
8. Once you find the file, click Edit to continue editing the file.
9. Click Submit to launch the file into the workflow.

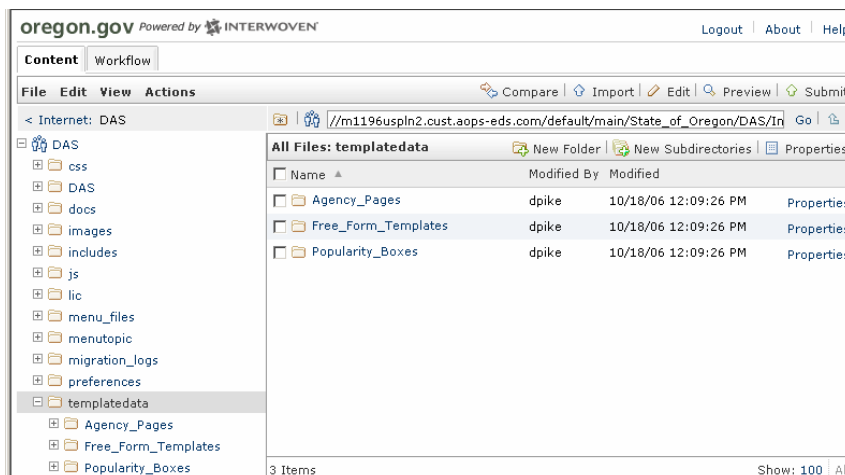


Figure 1 – The Templatedata area.