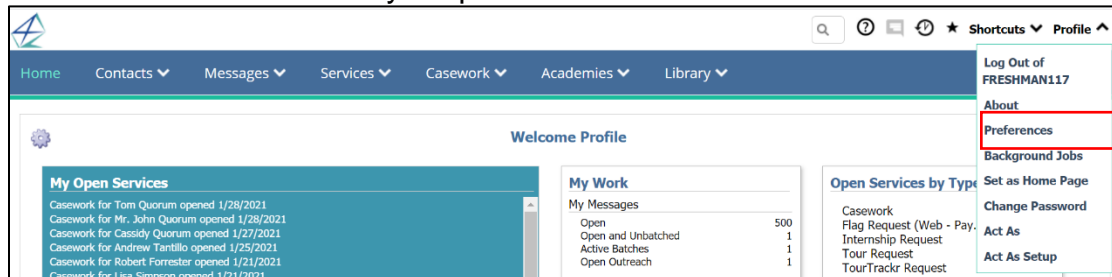# Setting Preferred Service Templates
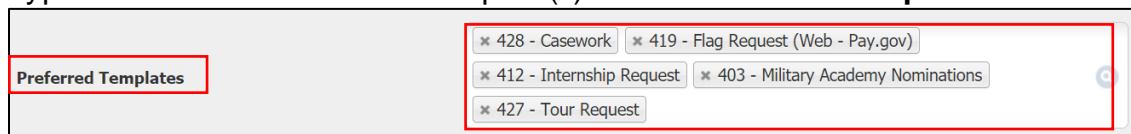
Market: Federal/State/Local, House, Senate

Description: These instruction teach users how to set their preferred or frequently-used service templates.

1. Select **Preferences** under your profile name.

2. Open **Services** in the **Preferences** window.

3. Type the name of the service template(s) in the **Preferred Templates** field.

4. Click **Save**. The next time you create a new service record, the service templates from your selection will be displayed.