

Modify a group share template

Fluorine+

After [creating a group share template](#), you can make changes to your custom-created template as necessary. **NOTE:** The [built-in group share templates](#) that were installed with the Perspectium update set cannot be modified. To create a modified version of these built-in templates, you will need to create a copy of the group share template and then modify the template copy.


Prerequisites

⚠ First, you will need to [create a group share template](#).

Procedure

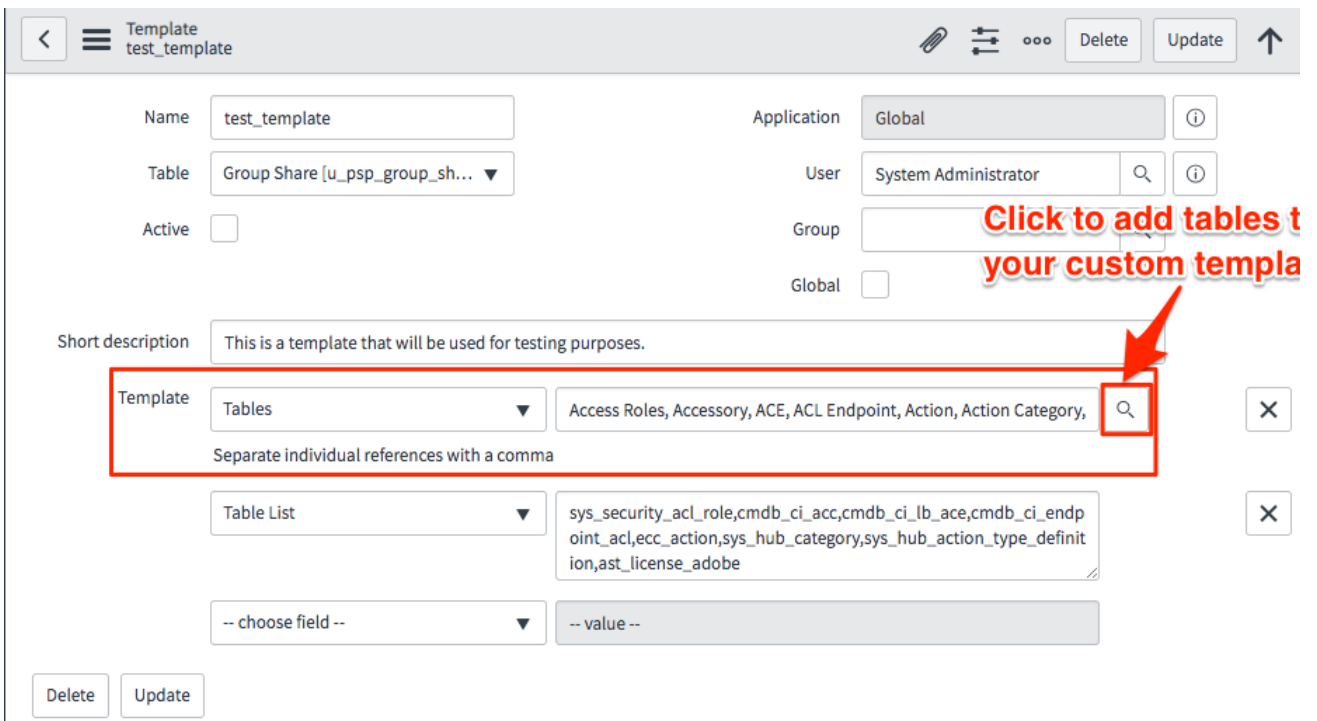
⚠ **WARNING!** Be careful not modify the [built-in group share templates](#) installed with the Perspectium update set.

To modify a custom-created group share template, follow these steps:

1. Log into your ServiceNow instance and navigate to **Perspectium > Group Share > Templates** or simply type **Group Share** and then click **Templates** within that module.
2. Click the name of the custom-created group share template that you want to modify.
3. In the resulting Template form, make changes to your desired fields. To change the tables in your custom group share template, click the  icon next to the **Tables** field and choose the tables that you want to add.

📘 **NOTE:** It is NOT recommended to modify the **Tables List** field. The **Tables List** field will be updated based on the tables in your **Tables** field automatically after saving your template in **Step 4**.

📘 **NOTE:** Although an option to choose additional fields is visible, fields other than **Tables** and **Table List** cannot be added to the Template form.



Template form for 'test_template'.

Fields and values:

- Name: test_template
- Table: Group Share [u_psp_group_sh...]
- Application: Global
- User: System Administrator
- Group:
- Global:
- Short description: This is a template that will be used for testing purposes.
- Template: Tables
- Table List: sys_security_acl_role,cmdb_ci_acc,cmdb_ci_lb_ace,cmdb_ci_endp,oint_acl,ecc_action,sys_hub_category,sys_hub_action_type_definit,ion,ast_license_adobe

Buttons: Delete, Update

Red box highlights the 'Template' field and the magnifying glass icon next to it.

Red text overlay: Click to add tables to your custom template

4. In the upper right-hand corner of the Template form, click the **Update** button to save the changes to your custom-created group share template.

Similar topics

- [Create a new group share](#)
- [Execute bulk shares for a group share](#)
- [Execute a table compare for a group share](#)
- [Modify an existing group share](#)
- [Reorder bulk shares in a group share](#)

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