What are database templates?

Graham Smith - 2017-06-21 - Databases

When you create a database you can either create it from scratch or you can use a template. Using a template means you'll have some content, structure and permissions set up straight away. This will save time in setting up each database.

The database templates are:

Asset Manager - This template allows you to record information about assets and their location. A few examples of assets would be company phone, printer, computer etc.

Customer Relationship Manager - This is used to record key contact information about clients and/or customers and keep it all in one place!

Issues Register - This is a useful template to use when you need to log a company dispute or issue within the office, for example, no-one switched on the fire alarm last night.

Lessons Learnt Log - This template is used for recording what has been learnt during a project.

Organisation Contacts - This is used for recording the contact details of people within your organisation - this will help to keep contact details all in one place.

Risk Register – This template is used for recognising risks and includes a RAG traffic light rating.

SWOT - This template is used for the recording of the Strengths, Weaknesses, Opportunities and Threats, perfect for health and safety.

> Templates are not set in stone, so if you do decide to use a template you can still add, remove and modify columns for what you need.

There may be other templates that are specific to your site; if you have a database you'd like to turn into a template then please contact the support team.

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