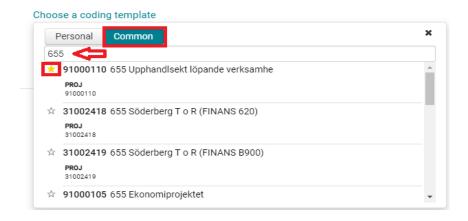**Instruction on how to choose a coding template in Raindance 2022**

In the new system, you have to choose a coding template for each order, the new coding templates are based entirely on SUs project number, each project will have a template.

On the Order information page, click on "Select coding template"

Go to the tab "Common" and you can find your departments templates by typing the department number in the search box, see below example for Finance Department 655. Click the template/project number you will use for this purchase.

TIP: If you mark the project numbers/coding templates you will most often use with a yellow star (by clicking on the white star in front of your current project numbers), these will always appear at the top of the list and they will be easier to search for next time.