



Saving and Uploading a Template or Partially completed Request

May 2012

Table of Contents

1	Introduction	3
2	Saving a Certificate Request before Submitting.....	3
3	Saving a Certificate Request After Submitted.....	4

1 Introduction

ePhyto allows user to save partially completed certificate requests. The draft certificate request is saved to you computer.

NOTE

Using the ability to save draft certificate request can be a useful way to set up templates for identical or very similar certificate requests that you make on an on-going basis. You can repeatedly upload the same saved draft certificate request, making changes as necessary before submitting.

2 Saving a Certificate Request before Submitting

To save a certificate request before it has been submitted, at the bottom of the certificate request page, (note certificate number not issued at this stage) next to Submit, click “Save”



This will open your browsers file download box, allowing you to save the draft certificate request to the most convenient location on your computer.

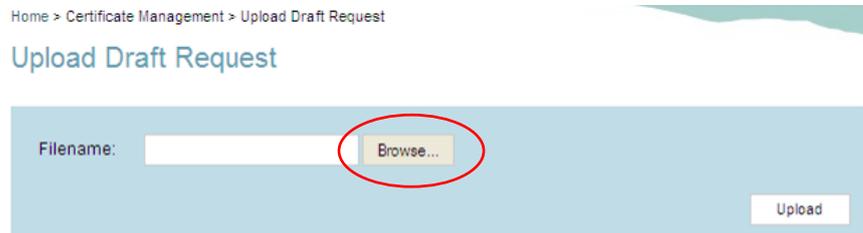
NOTE

We recommend that you set up a folder on your computer where you can save draft certificate requests to make it easier to find them later.

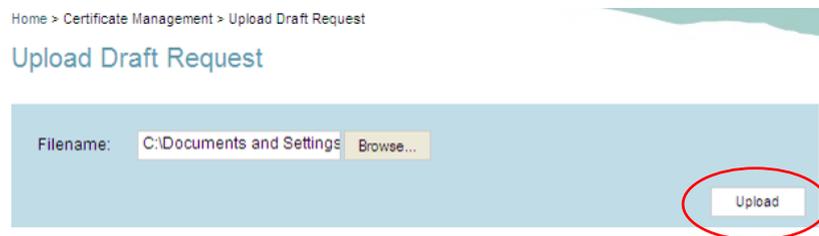
To upload a draft or template certificate request, under Certificate Management on the left-hand side of the main screen select “Upload Draft Request”



This will take you to the certificate upload page. Clicking on “Browse” will bring up a file management box where you can navigate to and select the draft certificate request you want to upload.



Once you have selected draft certificate request, click “Upload”. This will upload the draft certificate request into the standard certificate request page, where you can proceed as normal.



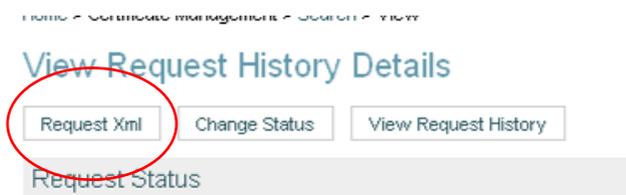
NOTE
The draft certificate request saved to your computer will not be deleted by either uploading it back into ePhyto or by submitting it. If you want to delete save draft certificate request, you will need to do it manually on your computer.

3 Saving a Certificate Request After Submitted

ePhyto allows you to save a version of a submitted certificate as a template or draft, even if it has been verified. Only the details that are in the fields normally completed before submitting will be saved to the template. Detail that are generated after a certificate request is submitted, such as the certificate number, will not be saved

To save a certificate request as a template or a draft after it has been submitted, use the search function to find and open the certificate request you want to save (see Searching **Error! Bookmark not defined.**).

Once the certificate is open, click on **Save As Draft** in the top left hand corner of the request



This will bring up a file management box, allowing you to save the draft certificate request to the most convenient location on your computer.