

# Disclaimer Templates

## Overview

The Verba Ethical wall solution can send [Disclaimers](#) to the participants of a communication session.

The users can **define the messages** to be sent out as disclaimers with the aid of Disclaimer Templates. The see and manage Disclaimer Templates, in the Verba web interface navigate to **Policies > Disclaimer Templates**.

Find and List Templates <a href="#">Add New Template</a>	
2 items found, displaying all items. Page(s): <b>1</b>	
Template	Languages
Default	<a href="#">English</a> , <a href="#">Finnish</a>
Test1	<a href="#">English</a> , <a href="#">Finnish</a>

The steps to **define disclaimer messages** for a certain [Communication Policy](#) are as follows

- Step 1** - In the Verba web interface navigate to **Policies > Disclaimer Templates**
- Step 2** - Click on **Add New Template** at the top right corner of the page
- Step 3** - Define the initial parameters for the template as shown in the *Add New Template* section below
- Step 4** - Define your policy as shown in the *Define Your Template* section below
- Step 5** - **Assign** the Disclaimer Template and the desired language to a Communication Policy as shown in [Manage Communication Policies](#)

## Add New Template

To Add a New Disclaimer Template, navigate to **Policies > Disclaimer Templates** in the Verba web interface, and then in the top right corner click on **Add New Template**.

- **Name** - The name is for administration purposes only, choose any that you like.
- **Initialize template texts** - To save time and effort, **templates** that are already defined in the system can be **imported**. When this option is used, only messages that are different need to be changed.
- **Language** - Choose the languages to be used in this template. The ones that are already defined in the system are shown. See the *Define a Template* section on adding new languages.

Find and List Templates <a href="#">Back to Template List</a>	
▼ Template	
Name *	<input type="text" value="Test1"/>
Initialize template texts from	<input type="text" value="Default"/>
<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Finnish	
<input type="button" value="Save"/>	

Click on **Save**, and then continue with the *Define a Template* section.

## Define a Template

To Add a New Language that is not yet assigned to a template, click on the **Add New Language** button > **Select** the language and finally click on **Add**

The disclaimer text can be set under the **Texts** tab. This message will be sent to the participants as a disclaimer.

The screenshot displays the configuration interface for a template. It is divided into two main sections: 'Template' and 'Texts'.

**Template Section:**

- Name:** A text input field containing 'Default'.
- Language:** A dropdown menu currently set to 'English'.
- Action:** A button labeled 'Add New Language'.

**Texts Section:**

- Summary:** '1 item found. Page(s): 1'.
- Table:** A table with three columns: 'Message', 'Language', and 'Text'.

Message	Language	Text
DISCLAIMER	English	<i>By participating in this conversation you accept our disclaimer policies.</i>

The text of this message can be defined in every language assigned to the given template.