

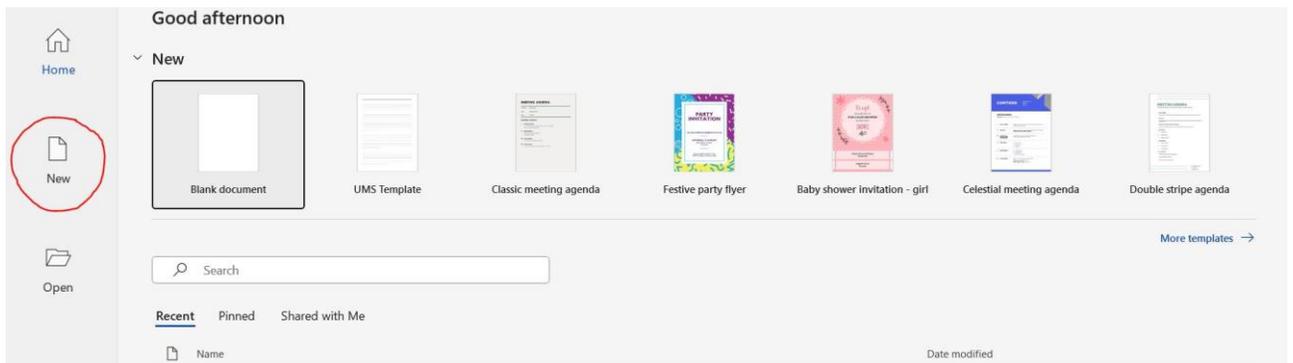
## Where to find UMS Template (in Microsoft Word)

The purpose of this aid is to inform officers where the Unsubstantiated Misconduct Screening (UMS) template is located.

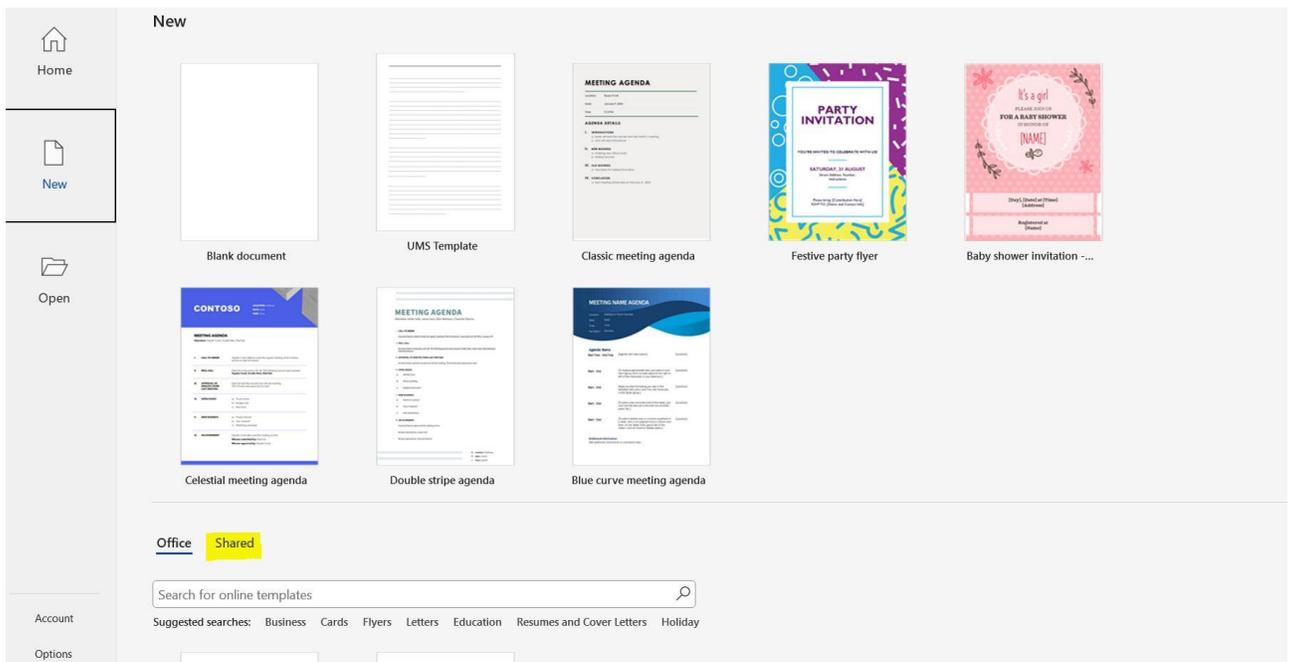
### Steps

#### 1. Open Microsoft Word

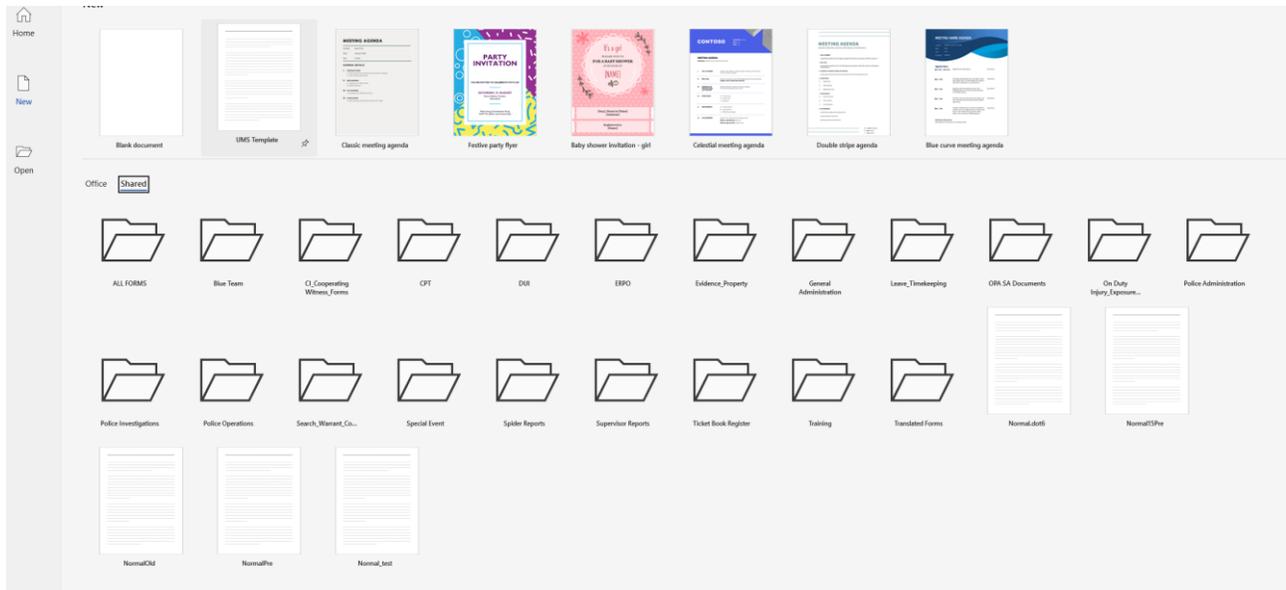
- a. From the home screen (before opening a new blank word document), on the tab on the left-hand side, click on “New” (circled in red)



- b. Click on “Shared” (highlighted below)



c. Wait for the shared folders to populate, you should see the below.



**2. Open the “Blue Team” Folder**

**3. From there, open the “OPA UMS Template” folder. The UMS template is the only template in that folder. Open the template from there.**