

# Registration Server Access

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The Editor allows the publishing of templates/ archetypes to a central server.

1. Firstly the archetype needs to have its published status updated. Click on **CEN13606-Apple.v1** in the Tree View then make **Published** to be true on the RHS.
2. Then we need some more metadata. Click on **Description** in the Tree View then unfold the **UniversalServiceId** tag. You need to have values for **Identifier**, **NameofCodingSystem** and **Text**. LOINC for example is helpful for these values. **Authors**, **EnglishDescription**, **Keywords** and **Status** are helpful tags also but not mandatory to upload the archetype/template.
3. File , Edit Config, the Server Group Manager and Server Setup allow the technically minded to set up a server to publish to.
4. To upload, from the menu, go **Archetypes**, **Save to Online Repository**.
5. To refresh the installed archetypes, from then on its **File**, **Edit Config**, **Archetypes installed**, **Refresh**. Open the refreshed archetype from cache.