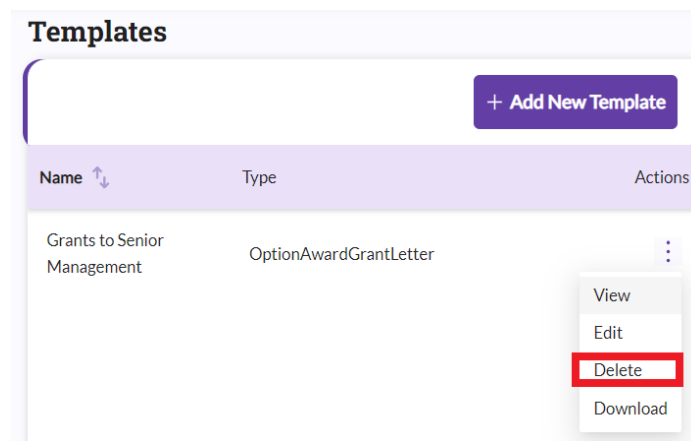# Delete a Template

Modified on: Thu, 26 May, 2022 at 3:20 PM

To delete a template that has been already created:

1. Click **Templates** in the left menu.
2. In the displayed Templates page, select the template you want to delete.
3. Click and select **Delete**.

Note: If a template in use, it cannot be deleted.

4. In the displayed dialog box, type Delete and click **Delete**.