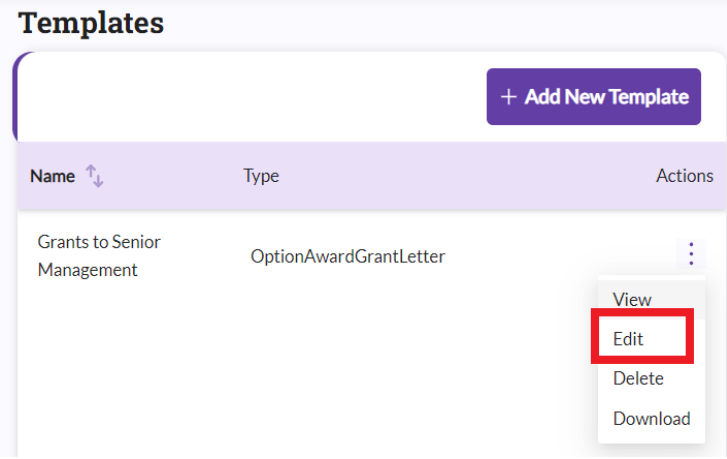
Edit a Template

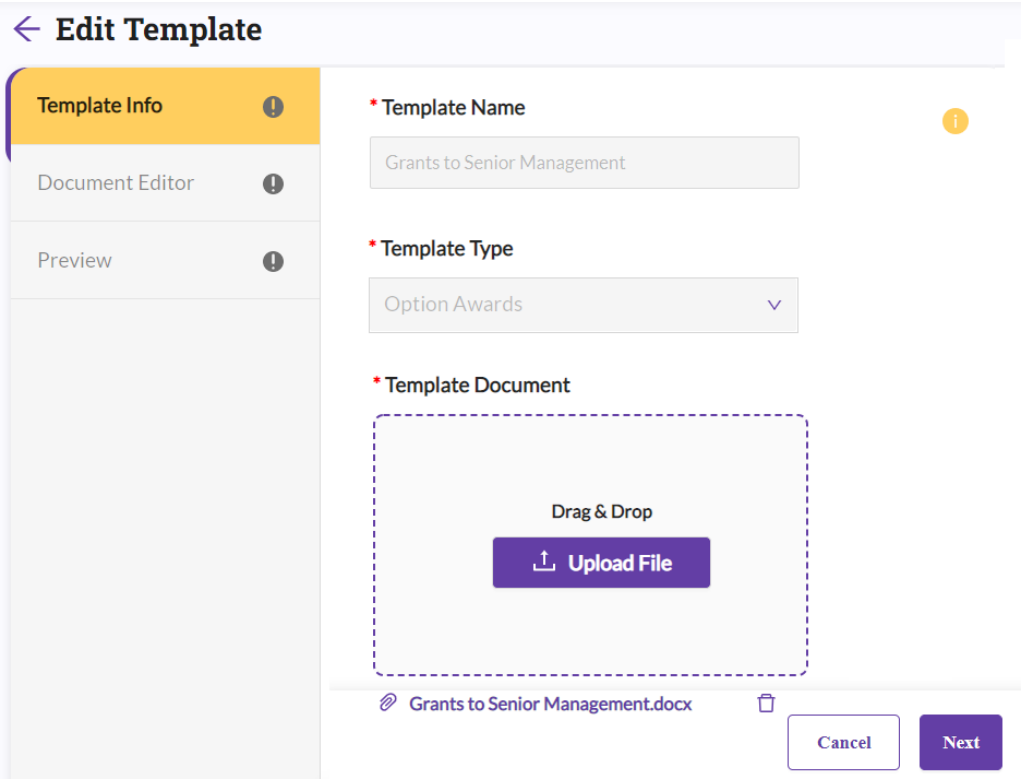
Modified on: Thu, 26 May, 2022 at 3:19 PM

To edit 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 edit.
3. Click and select **Edit**.



4. The template is displayed in Edit mode. You cannot edit the name or type of the template.



5. To change the template, click Upload or drag and drop the file.
6. Click **Next**.
7. Make any changes you need to make and click **Submit**.