Delete a Letter Template

Last Modified on 30/03/2019 8:15 pm ACDT

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Obsolete templates can be made de-active/ disabled by removing the tick in the Approved check box. Old templates can be kept for historical purposes or deleted.

Disable a Letter Template

1. Click **Administration**.

2. Select **Correspondence** from the left side menu.

3. Select **Letter Templates**.

   a. The letter Templates screen will display and show any existing templates already created.

4. Select the **Edit** button next to the relevant existing letter template.

5. Scroll down to the **Approved** check box and untick it.

6. Select **Update Letter template** button

Delete a Letter Template

1. Click **Administration**.

2. Select **Correspondence** from the left side menu.

3. Select **Letter Templates**.

   a. The letter Templates screen will display and show any existing templates already created.

4. Select the **Delete** button next to the relevant existing letter template.

5. When prompted for deletion confirmation, click **Ok**.