

Deleting a Message Type Template

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

You can delete a Message Type Template if it has never been used to send an SMS or Email.

To do this:

1. Click **Administration**.
 2. Select **Correspondence** from menu.
 3. Select **Message Types**.
 4. Find the **Message Type** (eg. Patient Email, SMS ect) the template belongs to and click on **Templates**
 5. Click **Edit** to make changes to the template settings
 6. Click **Delete** (Delete button will only display if the template has not been used)
 7. Click **OK** to confirm.
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