





## Edit or Delete a Template

### To edit or delete a template:

1. Click **Settings** >  **Templates**.
2. Locate the template from the pane to the left or enter search terms, such as the code or name of the template, into the **Search** field.
3. Click the template to select it.
4. Make your changes to any of the fields as needed.
5. Click the  icon next to **Add Officer Tasks** to create new tasks or click the  icon next to a task to delete a task.
6. To delete a template, click  icon next to the name of the template then click **Yes** to confirm.

 Deleting a template will also delete the information and tasks entered into that template.