

Important Content Update Message

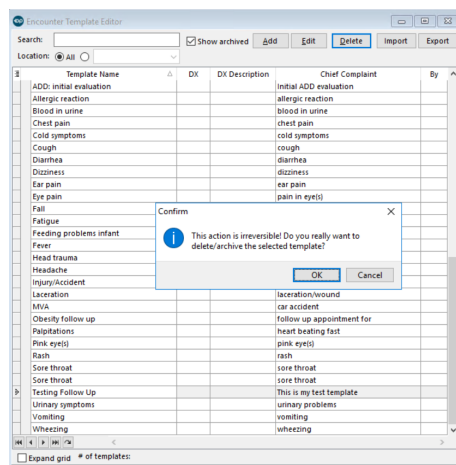
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

How can I delete or archive a template?

Last Modified on 02/10/2020 1:51 pm EST

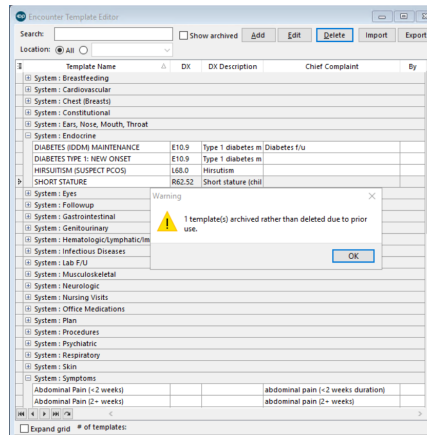
If a practice has created an Encounter or Well Visit template, and it has not been used, the template may be deleted from the template editor.

1. Click the **Clinical** tab and select **Encounter Templates** or **Well Visit Templates**.
2. Highlight the template and click the **Delete** button.
3. Confirmation window displays, click **OK**.



If a practice wishes to delete an Encounter or Well Visit template, that has been applied to patient visits, the template must be archived.

1. Click the **Clinical** tab and select **Encounter Templates** or **Well Visit Templates**.
2. Highlight the template and click the **Delete** button.
3. Confirmation window displays to archive the template, click **OK**.



Example: To archive a Template, select the **Template** and click the **Edit** button. Select the **None** radio button in the Finalize status section. To view templates that are archived, select the **Show archived** checkbox from the template editor window.

