How can I delete or archive a template?

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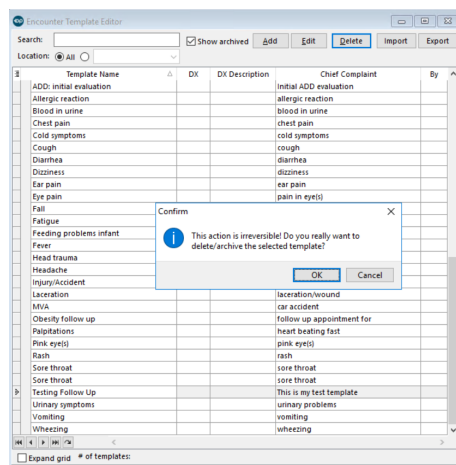
If a practice wishes to delete an Encounter of Well Visit template, that has been applied to patient visits, the template must be archived.

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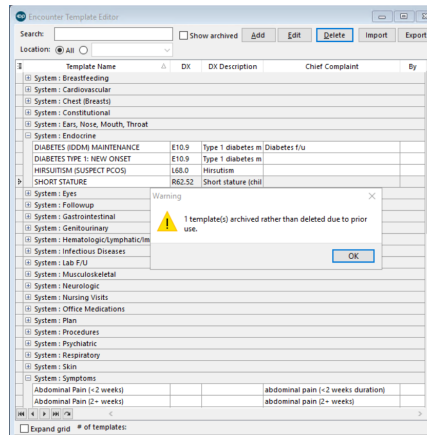
☆ **Example**: To archive a Template, select the **Template** and click the **Edit** button. Select the **None** radio button in the Finalize status section. To view templates that are archived, select the **Show archived** checkbox from the template editor window.