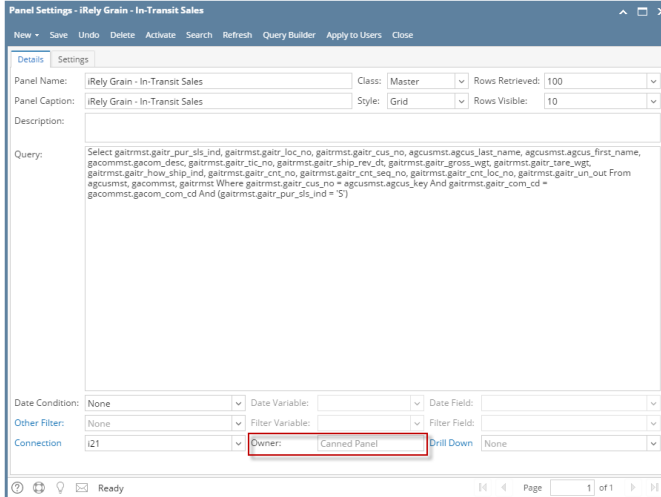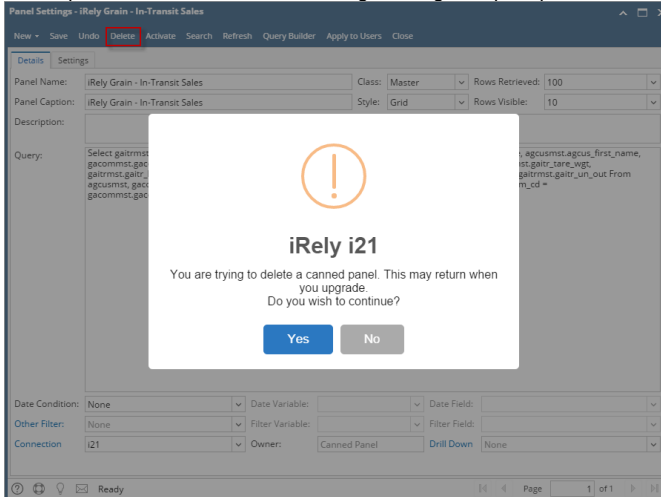# How to Delete Canned Panel

When Canned Panel has no associated user panel (canned panel copy):

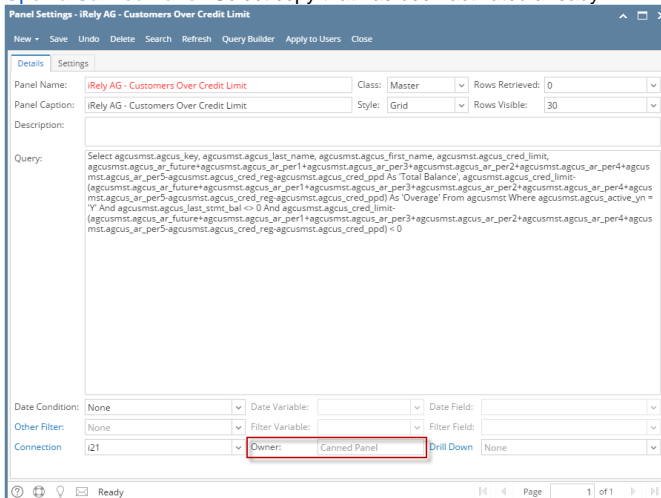1. Open a Canned Panel. Select copy that has not been activated yet.

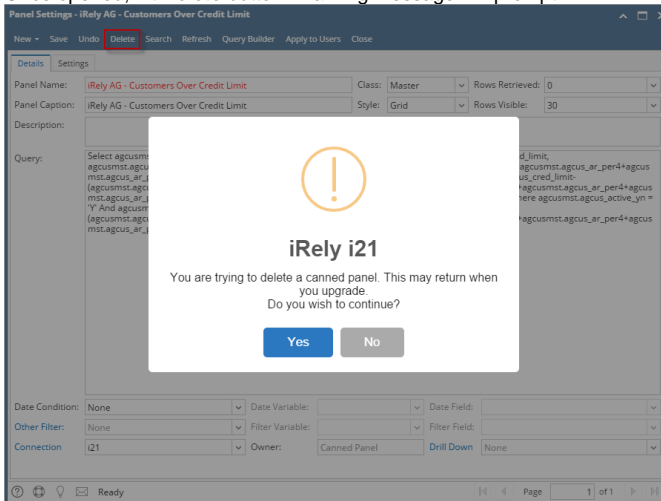2. Once opened, hit **Delete** button. Warning message will prompt.

3. Select **Yes** button. Canned Panel will be deleted.

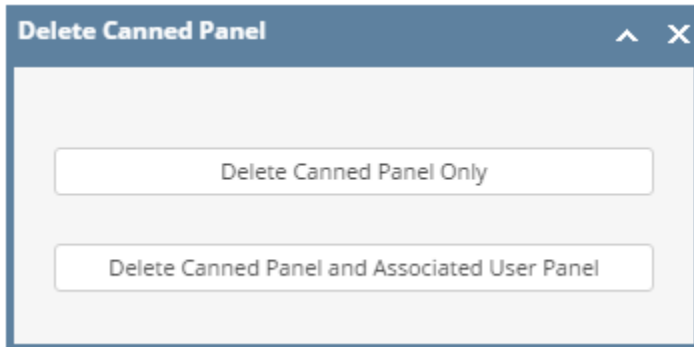**When Canned Panel has associated user panel (canned panel copy):**

1. Open a Canned Panel. Select copy that has been activated already.

2. Once opened, hit **Delete** button. Warning message will prompt.

3. Hit **Yes** and **Delete Canned Panel** screen will display wherein you can choose on 2 options:
   a. **Delete Canned Panel Only** - this will delete solely the canned panel.
   b. **Delete Canned Panel and Associated User Panel** - this will delete the canned panel and its associated user panel.
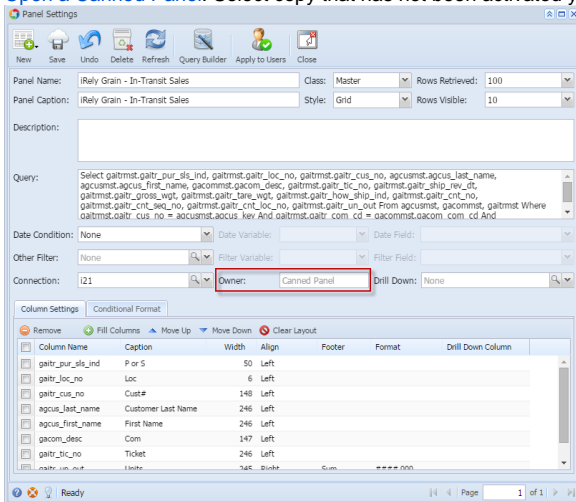

4. Select either of the options will delete the panel accordingly.
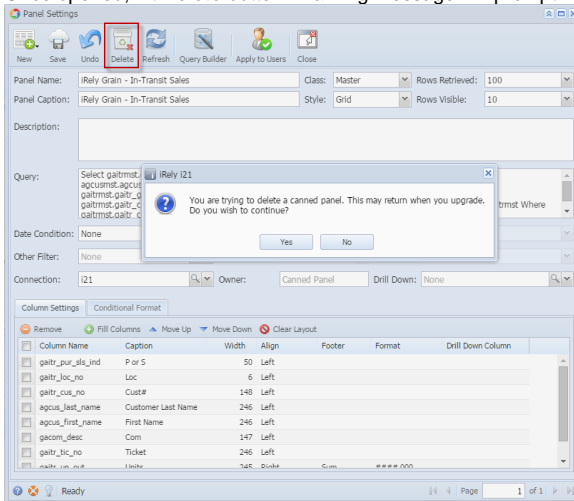
⚠ Deleted Panel may return upon version upgrade.

When Canned Panel has no associated user panel (canned panel copy):

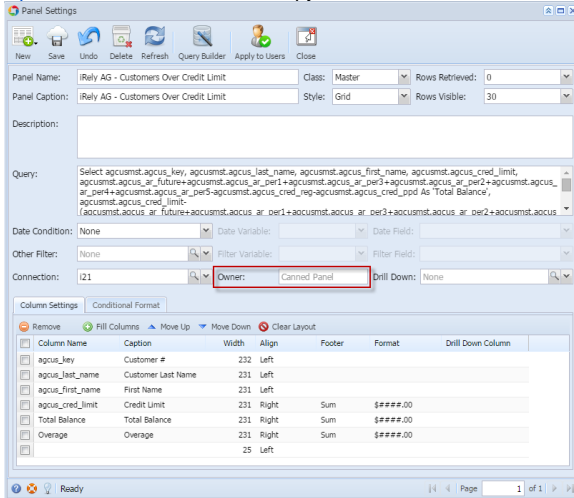1. Open a Canned Panel. Select copy that has not been activated yet.

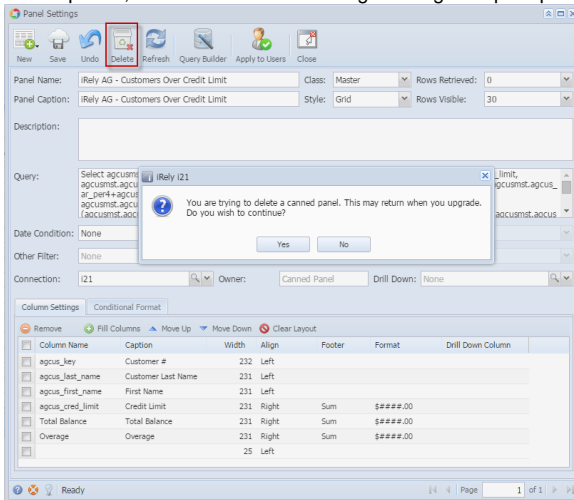2. Once opened, hit **Delete** button. Warning message will prompt.

3. Select **Yes** button. Canned Panel will be deleted.

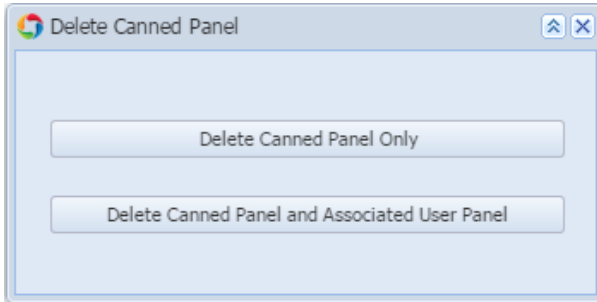**When Canned Panel has associated user panel (canned panel copy):**

1. Open a Canned Panel. Select copy that has been activated already.

2. Once opened, hit **Delete** button. Warning message will prompt.

3. Hit **Yes** and **Delete Canned Panel** screen will display wherein you can choose on 2 options:
   a. **Delete Canned Panel Only** - this will delete solely the canned panel.
   b. **Delete Canned Panel and Associated User Panel** - this will delete the canned panel and its associated user panel.

4. Select either of the options will delete the panel accordingly.

⚠ Deleted Panel may return upon version upgrade.