How to Delete a Letter Template

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click Letters
- 3. Select and open an existing record
- 4. Click the **Delete** button



iRely i21
Are you sure you want to delete this record?
Yes No

Record will be deleted.

1. Log in as Admin user

- 2. On user's menu panel, go to System Manager folder then click Letters
- 3. Select and open an existing record

Letter - Letter A ^ X										
New Save Search Delete Undo Close										
Details Audit Log										
Name: Letter A Description: Letter A Description										
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⑦ ① ♀ ⋈ Ready 4 4 Page 1 0f1 ▶ ▶										

4. Click the Delete button

Letter - Letter A		^
New Save Search Delete Undo	Close	
Details Audit Log (1)		
Name: Letter A	Description: Letter A Description	
lick the Yes button on the [,]	confirmation message	
Letter - Letter A		~
Details Audit Log (1)		
Name: Letter A	Description: Letter A Description	
A _A B I <u>U</u> abc <u>A</u>	👱 🖷 🗏 🗄 🖶 🖷 🖾 🗈 🗒 R	-
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	iRely i21	
	Are you sure you want to delete this record?	
	Yes No	
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Record will be deleted.

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Letters															^	
New Save	Search Dele	ete Undo	Close													
Details Au	dit Log (1)															
Name: Lette	er A			Descript	tion: Lette	er A Desc	ription									
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.etters		_									_				^	

Details Audit Log (1) Name: Letter A Description: Letter A Description 5. Click the Yes button on the confirmation message

Record will be deleted.