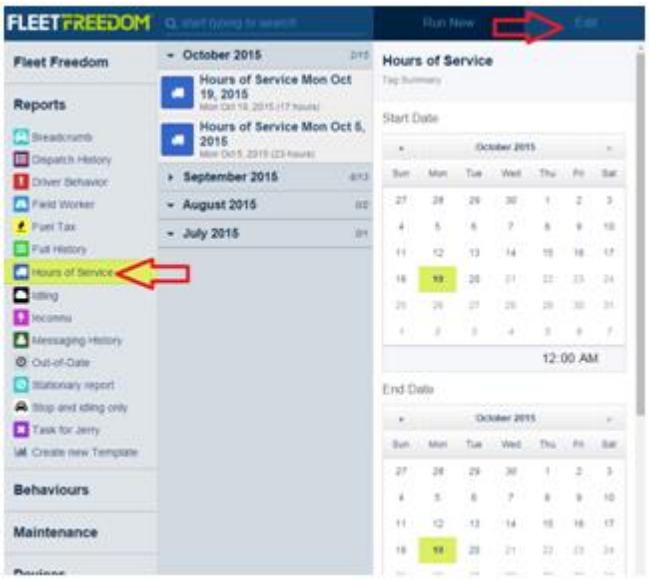
How to Modify or Delete a Report Template

Modify

1. Select Reports and then the Report Template you wish to modify.

2. Select the Edit Tab.



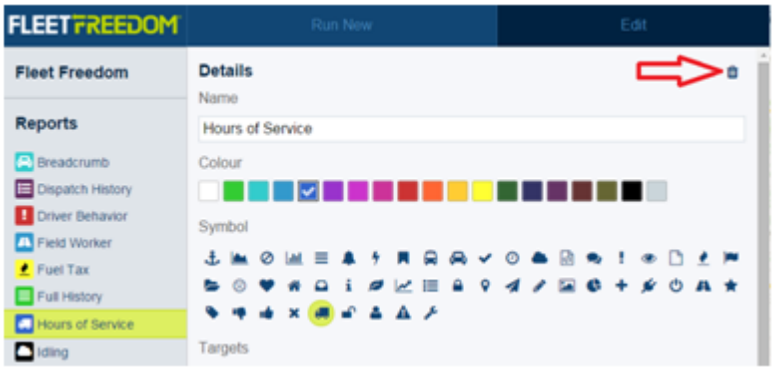
3. After making any necessary changes to the template, select Save.

Delete

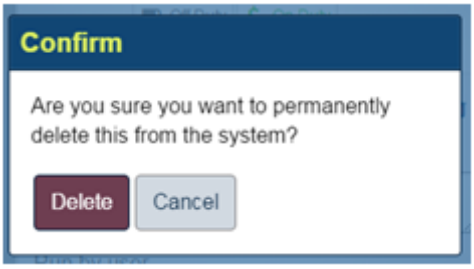
1. Select Reports and then the Report Template you wish to Delete.

2. Select the Edit Tab.

3. Select the Trashcan Icon.



4. Select Delete to Confirm.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM 5:00 PM EST

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