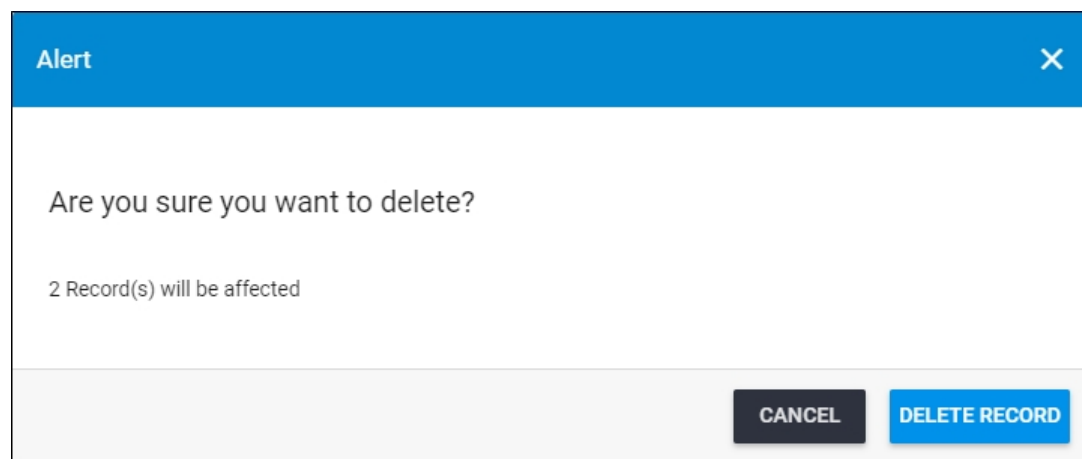


## Delete consolidation template

To delete a consolidation template, follow these steps:

1. Select “Delete Record” from the Actions menu next to the consolidation template you want to delete, the following message appears:



You can click **Cancel** to keep the records.

2. Click **Delete Record** to confirm deleting the consolidation template. its status changes to “Inactive”.

You can activate the consolidation template by following the steps mentioned in “[Activate consolidation template](#)”.