Unite Education Program v6.0
Job Aid: 5148

Delete a Data Import Template

When a custom data import template no longer applies, you can delete the template from Unite. Be careful not to delete a data import template you may need to use in the future. If you delete a data import template in error, you must recreate it.

To delete a data import template

1. Open a browser and log on to Unite.

2. On the main menu, click UTILITIES.

3. Verify you are on the *File Processing* tab.

4. Click **Data Import Templates**.

5. Next to the data import template you want to delete, click 🗑 .

6. When prompted to confirm the deletion, click **Yes** .

Note
Be careful not to delete a template if there is a queued import relying on this template. Wait for any import job using the template to be completed before deleting it.