

# Inactivate a Broadcast Communication Template

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In the event a Campaign Template is no longer in use, you can inactivate the Broadcast Campaign Template to prevent staff members in your office from using it.

1. Select **Patient > Communications... > Templates.**
  2. Use the **Show All** button to view all existing Campaign Templates.
  3. Select the **Template** to inactivate.
  4. Place a check in the **Make this template inactive** box.
  5. Click **Save.**
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