Delete a group share template

Fluorine+
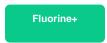
Any custom-created group share templates can easily be deleted. However, be sure to delete ONLY custom-created group share templates and NOT the default group share templates that were installed with the Perspectium update set.

Prerequisites

⚠️ First, you will need to create a group share template.

Procedure

⚠️ **WARNING! Be careful not to delete the default group share templates installed with the Perspectium update set.**

To delete a custom-created group share template, follow these steps:

1. Log into your ServiceNow instance and navigate to **Perspectium** > **Group Share** > **Templates** or simply type **Group Share** and then click **Templates** within that module.

2. Click the name of the custom-created group share template that you want to delete.

3. In the upper right-hand corner of the resulting Template form, click the **Delete** button to delete your custom-created group share template.

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