## How to Delete a Bot

Users with an admin role can delete a bot by following the steps below:

- 1. Login to the MSPbots app and navigate to **Bots**.
- 2. On the Bots tab, go to My Bots then search for the bot you want to delete.

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MarketPlace	I Bots ⑦	Analytical Dashi	board 🗸 🚍 List 🗸 🖓 Request New Bot
器 Apps Bots	time exceeded Quick Filter	My Favorites My Bots My Bots Template Bo O Now Bot In progress status Curun off all	its 🕢 💿 Quick Filter
() Scorecards	1↓ Sort Last Mod	I Time Exceeded Alert (Lunch) Update 3.0 Remind users to clock 'BACK' when they've gone over their	$\bigtriangledown$
I Widgets	Block Status	Clear Custom	ųji
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- 3. Delete the bot using one of the following options:
  - From the Bots listing page on the My Bots tab.
    - a. Click the ellipsis ... button then select Delete.

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b. Click Confirm when prompted.

Prompt		$\times$
Are you sure you would like to	o [Delete]?	
	Cancel	Confirm

• From inside the bot Detail tab

a. Open the bot then click the <b>trash</b> icon in the upper right corner.	a.	Open the bot then	click the trash	icon in the up	per right corner.
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<ul><li>b. Click <b>Cor</b></li><li>c. Refresh t</li></ul>	n <b>firm</b> when pro he bot listing p	ompted. bage.				

Note: If the bot for deletion is cloned from a template, it will only be deleted on the client's side on the My bots tab. The bot will be deleted but the template will be kept.