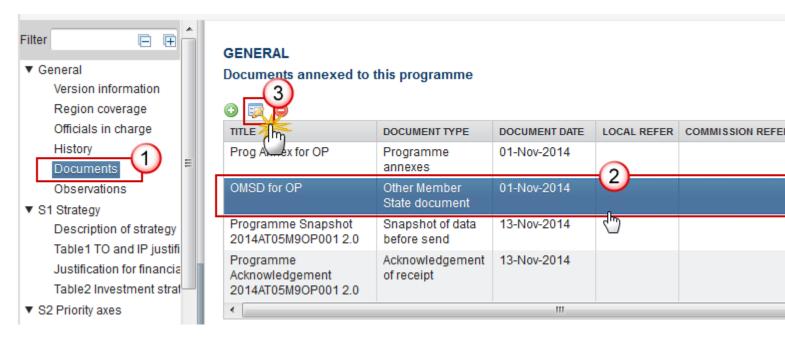# General - I have sent a document by mistake, can I delete it?
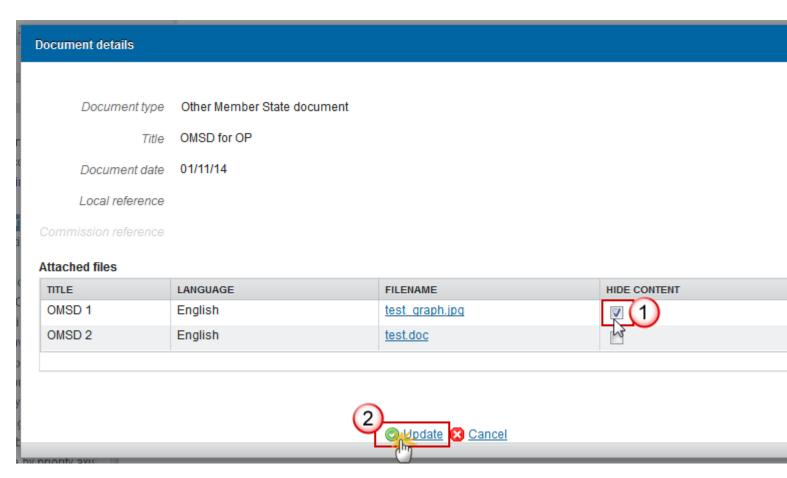
Once a document has been sent (there is a date visible in the 'sent date' column) it cannot be deleted.

However, if you are the sender of the document you may choose to 'hide' a sent document so that it is no longer visible within your programme by following the steps below:

1. In the Documents section of your OP **(1)** select the document from the list **(2)** and click the Edit button **(3)**:

2. In the Document Details pop-up select the document you wish to hide **(1)** and click on **Update** **(2)** to confirm:

Document details

Document type	Other Member State document
Title	OMSD for OP
Document date	01/11/14
Local reference	
Commission reference	

Attached files

TITLE	LANGUAGE	FILENAME	HIDE CONTENT
OMSD 1	English	test_graph.jpg	☑ **1**
OMSD 2	English	test.doc	

2 ✔ Update ✖ Cancel

by priority axis

3. The hidden attachment will no longer be visible in the document list:

GENERAL
Documents annexed to this programme

⊕ 📝 ⊖

TITLE	DOCUMENT TYPE	DOCUMENT DATE	LOCAL RE	COMMISSION	FILES	SENT DA
Prog Annex for OP	Programme annexes	01-Nov-2014			1 2	13-Nov-
OMSD for OP	Other Member State document	01-Nov-2014			1	13-Nov-
Programme Snapshot 2014AT05M9OP001 2.0	Snapshot of data before send	13-Nov-2014			1	13-Nov-
Programme Acknowledgement 2014AT05M9OP001 2.0	Acknowledgement of receipt	13-Nov-2014			1	13-Nov-

Tags
Document
delete
View PDF