

Documents - 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)**:

GENERAL
Documents annexed to this programme

| TITLE | DOCUMENT TYPE | DOCUMENT DATE | LOCAL REFER | COMMISSION REFER |
|---|------------------------------|---------------|-------------|------------------|
| Prog Annex for OP | Programme annexes | 01-Nov-2014 | | |
| OMSD for OP | Other Member State document | 01-Nov-2014 | | |
| Programme Snapshot 2014AT05M9OP001 2.0 | Snapshot of data before send | 13-Nov-2014 | | |
| Programme Acknowledgement 2014AT05M9OP001 2.0 | Acknowledgement of receipt | 13-Nov-2014 | | |

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 | <input checked="" type="checkbox"/> 1 |
| OMSD 2 | English | test.doc | <input type="checkbox"/> |

2 ☒ Update ☐ Cancel

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

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