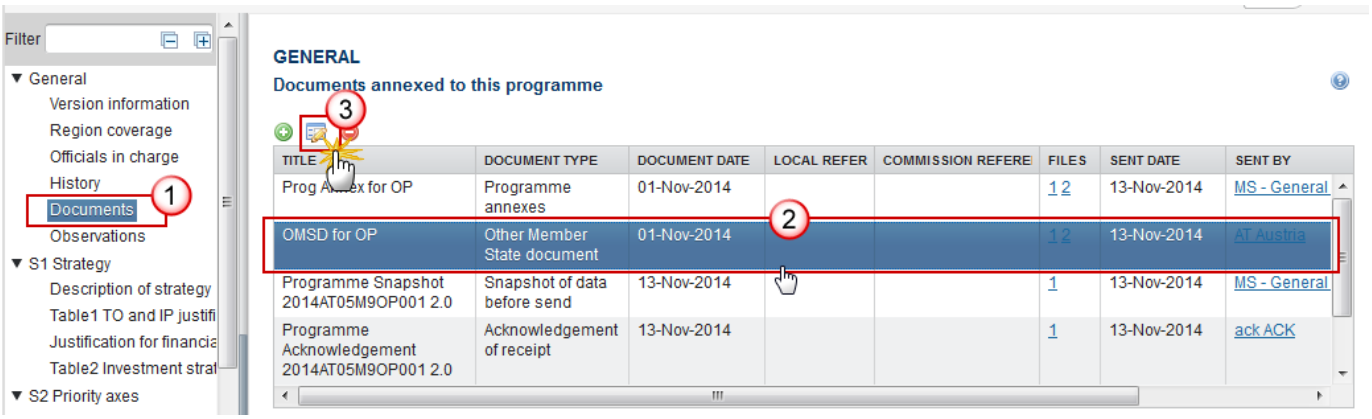
Documents - I have sent a document by mistake, can I delete it?

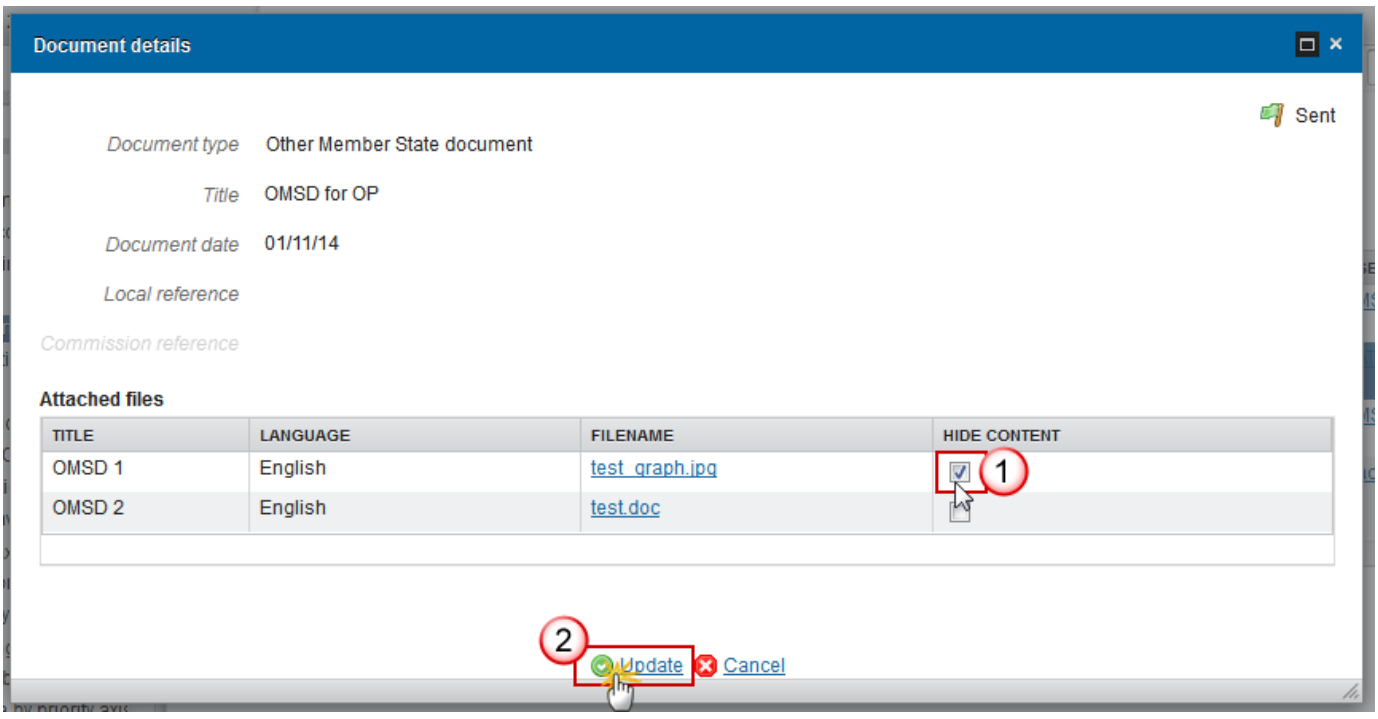
Once a document has been sent (there is a date visible in the 'sent date' column) it cannot be deleted.

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)**:



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



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 DATE
Prog Annex for OP	Programme annexes	01-Nov-2014			1 2	13-Nov-2014
OMSD for OP	Other Member State document	01-Nov-2014			1	13-Nov-2014
Programme Snapshot 2014AT05M9OP001 2.0	Snapshot of data before send	13-Nov-2014			1	13-Nov-2014
Programme Acknowledgement 2014AT05M9OP001 2.0	Acknowledgement of receipt	13-Nov-2014			1	13-Nov-2014

Tags

Document

delete

SFC2014

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