

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)**:

The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu has a 'Documents' item highlighted with a red box and a circled '1'. The main content area is titled 'GENERAL Documents annexed to this programme' and contains a table with the following data:

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		

The 'OMSD for OP' row is highlighted in blue and has a red box around it with a circled '2'. A hand cursor is pointing at the 'Edit' button (a pencil icon) in the top-left corner of the table, with a circled '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	<input checked="" type="checkbox"/> 1
OMSD 2	English	test.doc	<input type="checkbox"/>



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](#)

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