

# Delete a Clinical Note Category

Last Modified on 30/06/2019 4:39 pm ACST

This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

You can only delete a Clinical Note Category that has not been used. The delete option will not show if the category has been used - in this case you can disable the category.

To Delete a Clinical Note Category:

1. Click **Administration**.
2. Click **Patients**.
3. Click **Clinical Note Categories**.
4. The **Delete** button will show on the right hand side of the list - click to Delete.
  - a. **Note:** No warning will be given - deletion is final.

To Disable a Clinical Note Category:

1. Click **Administration**.
2. Click **Patients**.
3. Click **Clinical Note Categories**.
4. The **Disable** button will show on the right hand side of the list - click Disable.

To Enable a Disabled Clinical Note Category:

1. Click **Administration**.
  2. Click **Patients**.
  3. Click **Clinical Note Categories**.
  4. The **Enable** button will show on the right hand side of the list - click Enable.
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