

Disable a Document Type

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

Follow the steps below to disable a Document Type.

1. Click **Administration**
2. Select **Correspondence** menu item.
3. Select **Documents**.
 - a. The Document Types screen will display.
4. Select the **Edit** button.
5. Ensure **Enabled** is NOT checked/ticked.
6. Select **Update Document Type** button to save.

Please Note: You cannot delete a document type.
