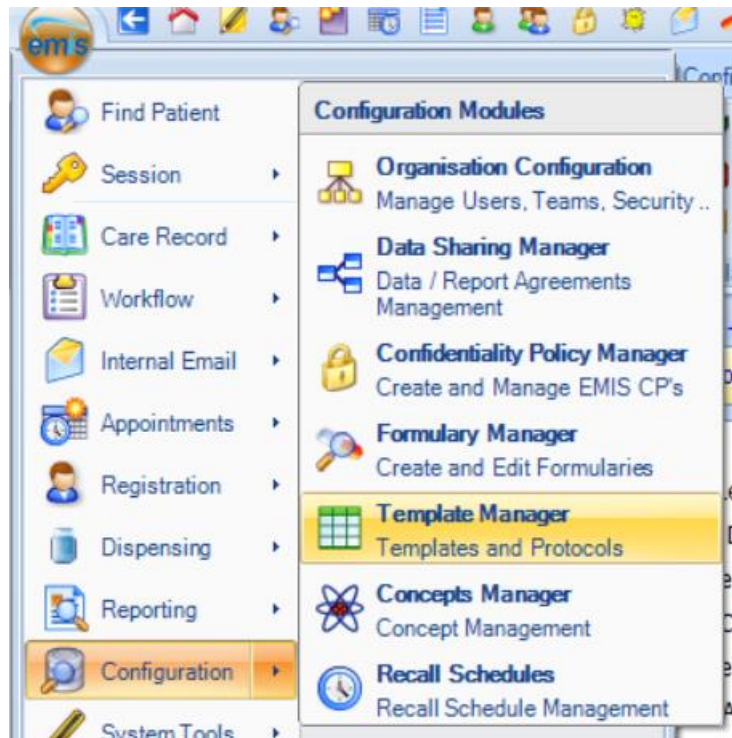




## To Deactivate a Document in EMIS

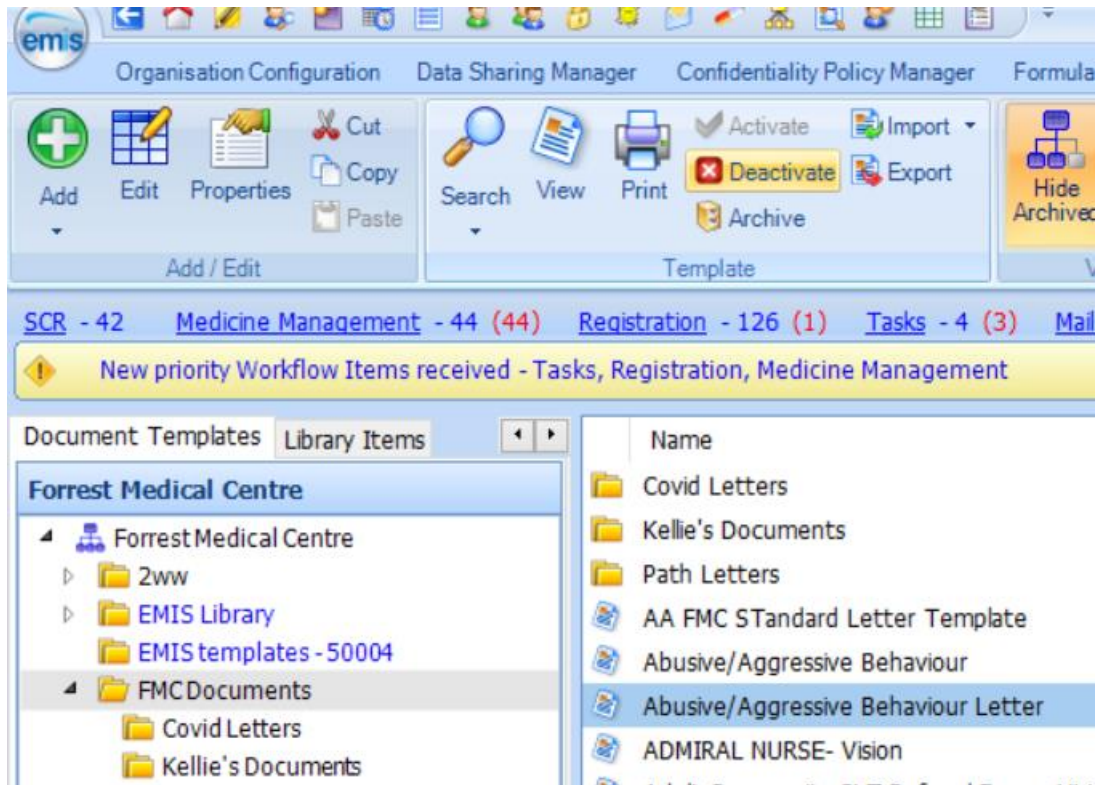
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1. Go into Template Manager

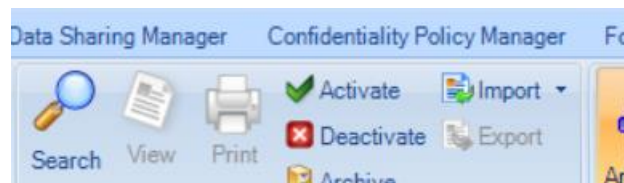


2. Find and highlight the document you want to deactivate / archive – on the ribbon at the top, click 'Deactivate' (to make document inactive but still visible) or 'Archive' (to remove document from list)





3. To Re-activate an Inactive document, simply highlight the document and click 'Activate' on the ribbon



4. Documents will NOT be permanently deleted – to view or re-activate archived documents, click the 'Show Archived' button on the ribbon, find the document you want to reactivate and click 'Activate' on the ribbon

