

## Activating / Deactivating a Record Type

This page describes deactivating and activating Record Types.

Deactivating a Record Type hides it from use within the application, although the definition remains in existence, so that it can be re-activated at any time. You cannot catalogue records using that Record Type, nor will any records from that Record Type be returned in searches.

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To access Record Type Templates Maintenance, select **System Management > Database Configuration > Record Type Templates Maintenance**.

From the list of Record Types:

### Deactivating a Record Type

To deactivate a Record Type:

1. Click on the Record Type to highlight it
2. Click **Mark selected inactive** in the Actions menu

The deactivated Record Type appears in the list without a tick in the box next to it.

### Activating a Record Type

To activate a Record Type:

1. Click on the Record Type to highlight it
2. Click **Mark selected active** in the Actions menu

The activated Record Type appears in the list with a tick in the box next to it.