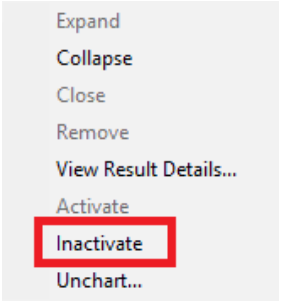
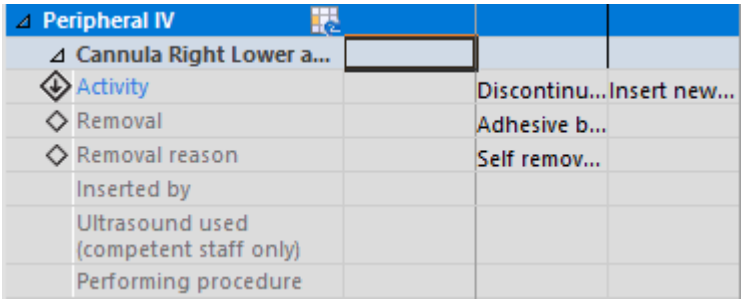
2. Select *Inactivate* from the drop-down menu.



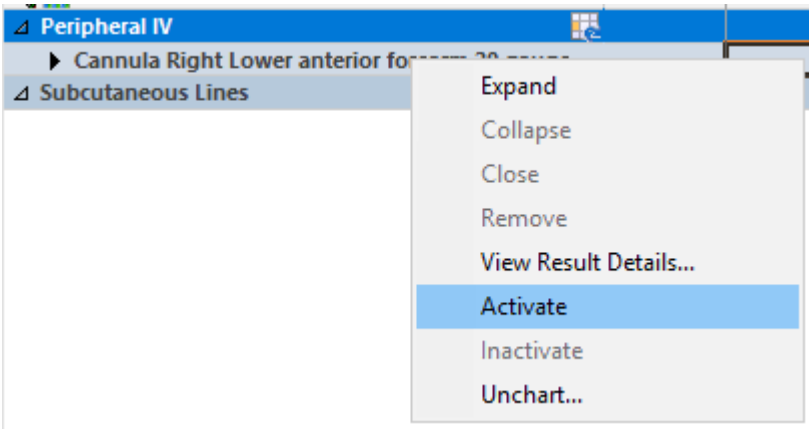
3. The inactive fields will now display with a grey background and no further data can be entered against that *Dynamic Group.*



Reactivating a Dynamic Group

If the *Dynamic Group* has been *Inactivated* in error, or if further documentation is required:

1. Right click on the *Dynamic Group* label.



2. Select *Activate*.

The *Dynamic Group* will reopen and be available for documentation.