

Delete/Close a Collection Profile

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If you want to discontinue use of a Collection Profile, follow the instructions below.

1. From the Client Management module, click on the Collections menu option.
2. Highlight the Collection Profile you want to remove, then click on the Edit Collection Profile button.
3. The Collection Profile will be displayed in edit mode. Click on the Close Profile button located at the upper right of the form. A confirmation message will be displayed; click on the Yes button to proceed.