

Remove requirement or start date

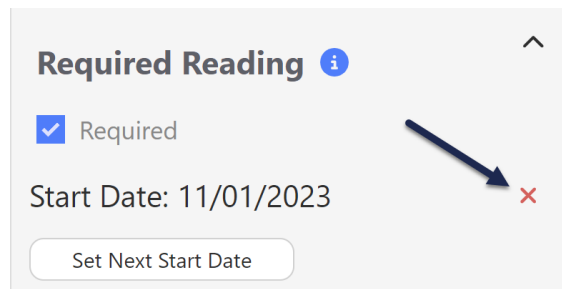
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You've set an article as required and collected acknowledgements. But then, something changes: maybe the policy is no longer relevant, or it's being worked on and you don't want it to appear as required any longer. You have a few options.

Remove an existing Start Date

To remove an existing Start Date from an article:

1. Open the article in the editor.
2. In the **Required Reading** section, click the red X next to any Start Date to remove that Start Date from the article:



3. Be sure to **Save** your changes.

When you remove a Start Date, we will **preserve** all previous reader acknowledgements for that article in the [Required Reading report](#). This way, you don't lose any important historical data.

If you remove the only Start Date listed for an article:

- The article will disappear from the [Required Reading page](#) and the [Required Reading article list](#) (if used).
- The article will no longer display the required reading flag and acknowledgement to readers.

Uncheck the Required box

If you no longer want the article to ever be considered required, you can uncheck the **Required** box in the editor and **Save**.

When you uncheck the Required box:

- All Required Start Dates will be removed from the article.
- The article will disappear from the [Required Reading page](#) and the [Required Reading article list](#) (if used).

- The article will no longer display the required reading flag and acknowledgement to readers.
 - We will still preserve all previous reader acknowledgements for that article in the [Required Reading report](#). This way, you don't lose any important historical data.
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