

How to cancel a subscription

1. Manually-added subscriptions

Go to [Personalization] → [Subscription] → choose subscription type → click “x” to delete → save changes

The screenshot shows the 'KnowledgeBase' interface. The top navigation bar includes 'Personalization' (1), 'Logout', and a status bar indicating 'You have 1 drafts Waiting for approval (0)'. The left sidebar under 'Personalization' shows 'Collection' > 'Subscription' (2). The main content area is titled 'My Subscription' and contains a table with the following data:

Documents	Assigner	Creation Date	
test1	Amanda Wen	2021/08/05 07:56:36	x
Medical Products IS305	Amanda Wen	2021/08/06 06:21:01	x
Case Discussion 202107	Amanda Wen	2021/08/06 06:21:45	x

At the bottom left of the table is a 'Save' button (4). At the bottom right are buttons for 'Select All', 'Delete', and 'Set As Read'.

2. Assigned subscriptions

Ask admin or assigned subscriber to remove your subscription

Note: You can determine whether the subscription is added manually or assigned by checking your subscription notification email.