Edit or Delete a Scheduled Dispatch

Last Modified on 10/01/2019 3:04 pm EDT

To edit or delete a scheduled dispatch:

1. Click **Schedule** in the ribbon.
2. Open **List of Schedules** if it isn't already open.
3. Click the scheduled dispatch you want to edit or delete from the pane to the left or enter search criteria in the **Search** field to locate the dispatch.
4. Edit any fields as needed.
5. To delete a scheduled dispatch, click the icon next to the selected dispatch in the pane to the left.
6. Click **Yes** to confirm.