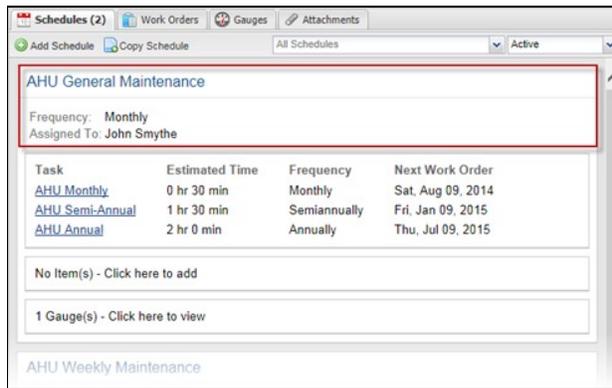


Deactivating a Schedule

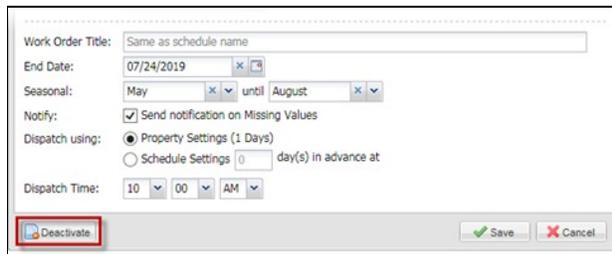
Deactivating a Schedule:

Schedules that are no longer required can be deactivated. Inactive Schedules do not generate Work Orders. In order to preserve work order histories, schedules cannot be deleted. Users can also reactivate a previously deactivated schedule.

1. Under the Schedules tab, locate the schedule card that needs to be deactivated, then click on the top section of the schedule card.



2. An Edit Schedule window will open. At the bottom-left of this window, click **Deactivate**.



3. Click **Yes** to confirm deactivation. The schedule is now deactivated.

