Edit or Delete a Person Log

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To edit or delete a person log:

1. In the **Dispatches** panel, double-click a dispatch or click to select the dispatch, then click **Details**.

2. Click **Person Log**.

3. Click a log in the pane to the left or use the **Search persons** field to search for the log.

4. Make changes to any of the fields as needed.

5. To change or delete the image of the person:

   a. Click the currently uploaded image.

   b. Click **Find** to upload a new image then click **Save**.

   c. Click **Delete** to delete the image.

6. To delete a person log, click the 🗑 icon next to the log you want to delete.

7. Click **Yes** to confirm.