




## Edit or Delete an Item Log

### To edit or delete an item log:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click  **Details**.
2. Click  **Item Log**.
3. Click a log in the pane to the left or use the **Search items** field to search for the log.
4. Make changes to any of the fields as needed.
5. To change or delete the item image:
  - 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 an item log, click the  icon next to the item log you want to delete.
7. Click **Yes** to confirm.