




# Edit or Delete Attachments

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## To edit or delete attachments:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click  **Details**.
2. Click  **Attachments**.
3. Make any required changes in the **File name** and **Description** fields.
4. To delete an attachment, click the  icon next to the attachment you want to delete.
5. Click **Yes** to confirm.