





Edit or Delete an RTA

To edit or delete an RTA:

1. Click **Settings**  **RTA**.
2. Locate the RTA you want to edit or delete from the pane to the left or enter search terms, such as the RTA location or status, into the **Search** field then click to select it.
3. To edit the RTA, make your changes in the **Status**, **Time Allowed**, **Location**, or **Priority** fields as needed.
4. To deactivate the RTA, click the  icon under **Active**. Inactive RTAs will appear with the  icon.
5. To delete RTA, click the  icon next to the RTA then click **Yes** to confirm.