Edit or Delete an RTA

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To edit or delete an RTA:

1. Click **Settings** ![icon] **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 ![toggle] icon under **Active**. Inactive RTAs will appear with the ![toggle] icon.

5. To delete RTA, click the ![trash icon] icon next to the RTA then click **Yes** to confirm.