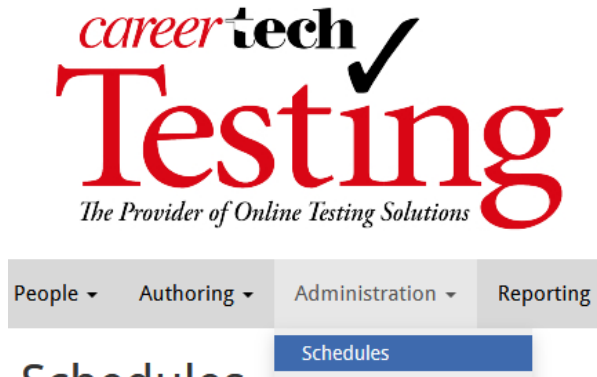


## Removing Schedules from Schedule View

(Unfortunately, there is not a delete. But, we have developed a work-around to keep the list more manageable)

If you have a schedule that is done or needs to be disabled, you will need to do the following to remove it from the schedule screen

1. Login to Questionmark
2. Click on Administration>Schedules



3. Locate the schedule that needs to be filtered out

### Schedules

+ Add schedule

Filter schedules

Global Edit Column options

Show 25 entries

Schedule	Participant	Group	Start from	Start to	Monitoring type	Attempts left	Max attempts
<input type="checkbox"/> Example 2	Catlyn123		9-Sep-2019 00:00	13-Sep-2019 23:59	OnSite Proctoring	1	1

4. Click on Edit under the Operations header to change the schedule

empts left	Max attempts	Created	Modified	Operations
1		9-Sep-2019 11:29	9-Sep-2019 11:59	<a href="#">Edit</a> <a href="#">Disable</a> <a href="#">Email</a>

5. Set the start & end dates to January 1, 2019
6. Click on the Save Changes button at the bottom of the screen

7. On Scheduling screen, click on Filter Schedules

# Schedules

Schedule *Example 2* has been updated.


+ Add schedule

Filter schedules

Global Edit

Column options

Show 25 entries

	Schedule	Participant	Group	Start from	S
<input type="checkbox"/>	 Example 2	Catlyn123		9-Sep-2019 00:00	1

8. Choose Filter by Start From Date
9. Set start date to October 1, 2019
10. Click on the green Filter Schedules button

This will remove any of the unwanted schedules.

Suggestion: I would change this date each week, to remove any previous schedules. This will keep only active or future schedules visible. Just make sure you never put a To: date.