

How to Delete a Schedule

- [How to delete individual items](#)
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You cannot delete a schedule that is Live. You can only delete schedules that are Published or in Draft mode.

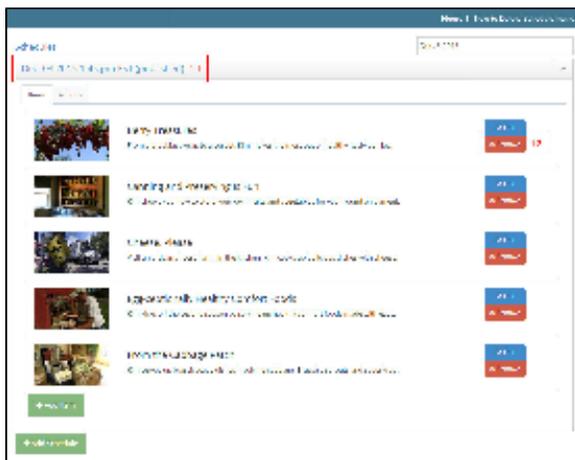
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How to delete individual items

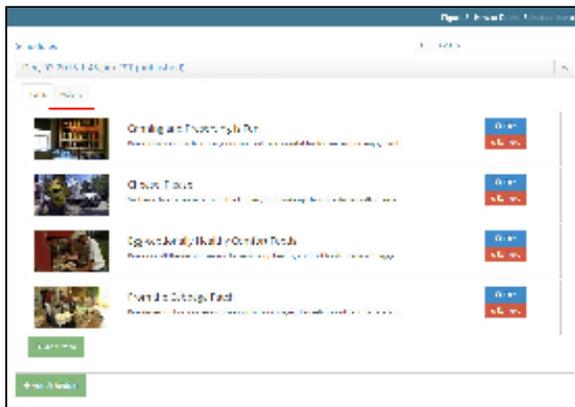
- Be sure the schedule that holds the items you want to delete is either in **published** or **draft mode** (Figure 1.1). A live schedule cannot be deleted; it must be replaced.
- To the right of each object that you want to omit from your collection, click **Remove** (Figure 1.2).

Figure 1



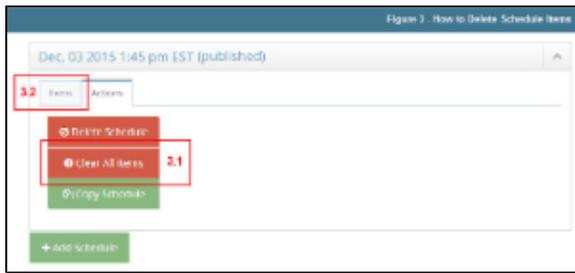
- The item no longer appears in the list. To clear all items from your schedule without having to delete the schedule, click the **Actions** tab (Figure 2).

Figure 2



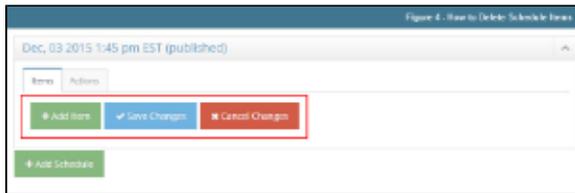
- Click **Clear All Items** (Figure 3.1).
- Click the **Items** tab (Figure 3.2).

Figure 3



- All of the scheduled items have been removed.
- To begin adding new items, click **Add Item**. To save your changes, click **Save Changes**. To cancel your deletions and bring all of your scheduled items back, click **Cancel Changes** (Figure 4).

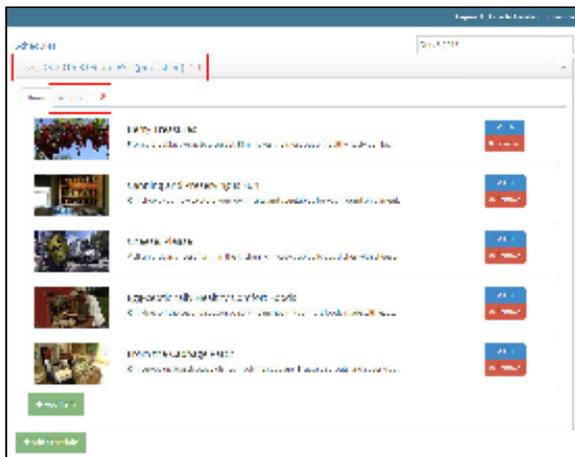
Figure 4



How to delete an entire schedule

- Be sure the schedule that you want to delete is either in **published** or **draft mode** (Figure 1.1). A live schedule cannot be deleted; it must be replaced. [Learn how](#)
- Click the **Actions** tab (Figure 1.2).

Figure 1



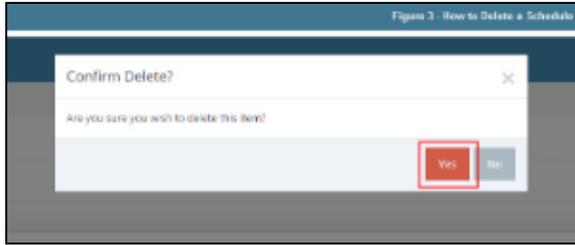
- Click **Delete Schedule** (Figure 2).

Figure 2



- A popup box asking you to confirm the deletion appears. Click **Yes** to delete the schedule (Figure 3).

Figure 3



- All remaining schedules still exist in your list of Schedules. (Figure 4.1).
- Click the **Items** tab to view remaining schedules (Figure 4.2).

Figure 4

