

Search Sent/Queued

Channel
 Website/FTP Sending HTTP/SOAP

Scheduled Start date

Scheduled End date

Campaign Name

Results per page

1. Select the date when your message is scheduled to go out then click **SEARCH** button. Results appear below..

Message	Scheduled	Created	Campaign	Messages	Credits Used	Action
hello this is a nice message about lunch treats	16 May 2019 14:14	15 May 2019 14:15		2	2	2 VIEW

Pause Scheduled Send?

Are you sure you want to pause this scheduled send?

5 YES NO

4 PAUSE

3 Staged

3 VIEW DOWNLOAD

3 Processed : 0

Delivered : 0 0%

Not delivered : 0 0%

Waiting for receipt status : 0 0%

4 Other

Waiting to be processed : 2 100%

Cancelled : 0 0%

Paused : 0 0%

Viewing send

TOTAL VOLUME 2

All

VIEW DOWNLOAD

Processed : 0

Delivered : 0 0%

Not delivered : 0 0%

Waiting for receipt status : 0 0%

Other

Waiting to be processed : 2 100%

Cancelled : 0 0%

Paused : 0 0%

6 CANCEL RELEASE

NOTE THAT IF YOU SCHEDULE VIA THE EXCEL ADD-IN, YOU CANNOT CANCEL A BROADCAST.

2. Click **VIEW** to open Viewing Send window.
3. On dropdown menu you can select **STAGED** which will show any scheduled SMS.
4. Then at the very bottom of the Viewing Send window click **PAUSE** button.
5. A confirmation box will pop up. Click **YES** to PAUSE.
6. Final step is to **fully CANCEL**. Click **CANCEL** button (do not click **RELEASE** unless you change your mind and **do not** want to cancel)