

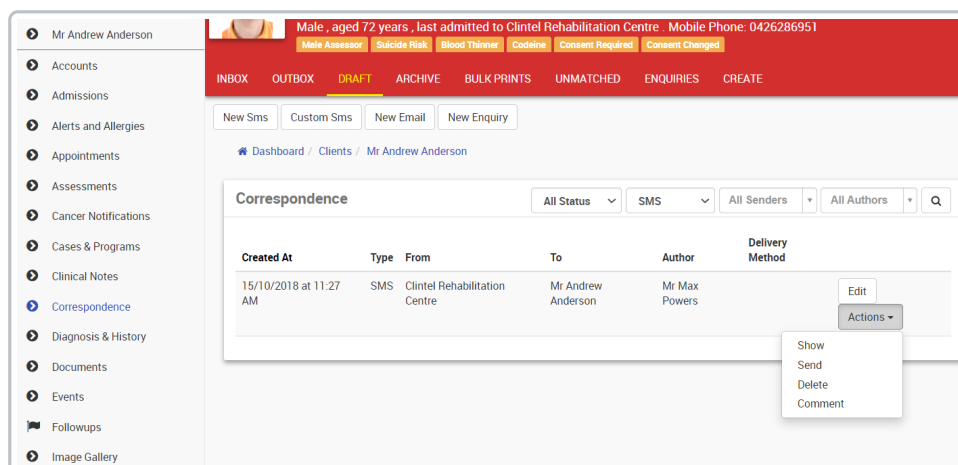
Edit a draft SMS message

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Editing a draft SMS message

You can do the following to a draft SMS Message:

- Review -Show
- Send it
- Delete it
- Add a Comment to it.



You can perform these actions on a draft SMS message via the DRAFT tab in Correspondence:

1. Click Correspondence → DRAFT.
2. Once you have found the draft SMS message, click **Show**.
3. From this screen, click one of the following buttons:

Action	Description	Steps
Send	To schedule the SMS message	<ol style="list-style-type: none">1. Click Send.2. Enter the Send At date & time.3. Click Send.<ol style="list-style-type: none">a. The message appears in the Outbox.
Delete	To permanently delete the SMS message.	<ol style="list-style-type: none">1. Click Delete.2. Click Yes to confirm.<ol style="list-style-type: none">a. The message is deleted.
Comment	To add comments to the SMS message.	<ol style="list-style-type: none">1. Click Comments.2. Enter a comment.3. Click Update Correspondence.