

How to Remove someone from an Email Call List

You'll want to first navigate to the data list for the Tech Dept. so you'll go to Alerts --> Data Management--> Data.

Then, locate the list called "Tech Staff"

Next, click on the list and it will open up all of the entries in the list.

From here, you'll need to put your cursor on one of the names you want to remove.

Then, a button will appear on the top right that says "Edit Row." Click "Edit Row" then a window will pop out where you can delete the user's info.

However, you'll want to replace all of the user's info with ----- marks.



This will allow you to keep that row open in your list so you can manually add other users in the future if needed.

To add or fix the list to not contain blank entries

In order to get rid of blank spaces, create a csv with matching headers then reupload the list without the blank lines, you need to click "go to source" to get to the data list and then click "Update List" to upload a file from your computer.