


Delete Escalations and Reminders

You can choose to delete an escalation or reminder notification in as many stages as you want when you no longer need to notify your stakeholders. Navigate to each stage within a workflow and delete the escalation and reminder options.

To delete escalations and reminders:

1. Go to **Configuration > Workflows**.
2. Select the workflow to open its details page.
3. Click **Edit** at the top-right corner of the details page.
4. Click the workflow stage in which you will want to delete escalations and/or reminders.
5. In the reminder or escalation option row, click  .
6. Repeat step 4 and step 5 to delete escalation and/or escalation options in other stages.
7. Click **Save** after deleting the escalation and/or escalation options.