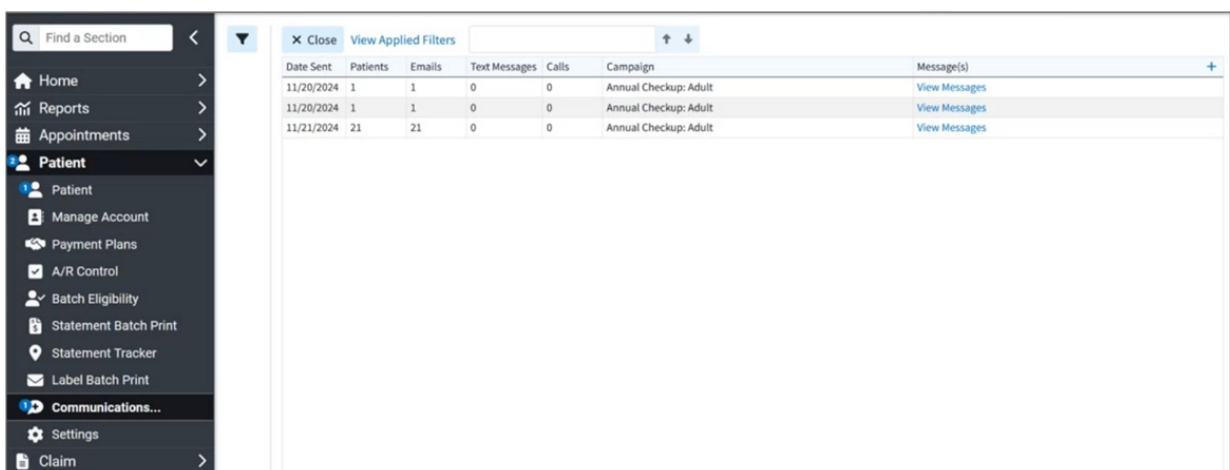


# Stop a Campaign

Modified on 12/11/2024 12:41 pm EST


You can stop a scheduled campaign from being sent out. Follow the steps below to search for a scheduled Broadcast Campaign and stop the messages from being sent.

1. Select **Patient > Communications... > Campaign Tracking**.
2. Enter your desired **Search Criteria**.
  1. **Sent Date:** Use this to select the date or date range to return in the search.
  2. **Campaign Template:** Use this to select a specific Campaign Template to return in the search.
  3. **Patient Search Options:** Use these fields to select specific patient details to return in the search.
3. Click **Search**.
4. A list of all the campaigns that meet your search criteria will be displayed.




The screenshot shows a software interface with a dark sidebar on the left containing navigation options: Home, Reports, Appointments, Patient (selected), Manage Account, Payment Plans, A/R Control, Batch Eligibility, Statement Batch Print, Statement Tracker, Label Batch Print, Communications..., Settings, and Claim. The main content area displays a table titled 'View Applied Filters' with columns: Date Sent, Patients, Emails, Text Messages, Calls, Campaign, and Message(s). The table contains three rows of data for 'Annual Checkup: Adult' campaigns sent on 11/20/2024, 11/20/2024, and 11/21/2024. Each row has a 'View Messages' link.

Date Sent	Patients	Emails	Text Messages	Calls	Campaign	Message(s)
11/20/2024	1	1	0	0	Annual Checkup: Adult	<a href="#">View Messages</a>
11/20/2024	1	1	0	0	Annual Checkup: Adult	<a href="#">View Messages</a>
11/21/2024	21	21	0	0	Annual Checkup: Adult	<a href="#">View Messages</a>

 Sort your search results. Visit our [Reorder Table Columns Help Article](#) for detailed steps on how to hide, rearrange, or add header columns.

5. Click the campaign line you want to open to see a list of all the patients who are scheduled to receive the message.
6. Click **Stop Campaign**.

 Please note that you can only stop scheduled campaigns that have not been sent out yet.

