

# Scheduling and controlling your deployment

Once you have reviewed your email and are satisfied, you can decide to send the email immediately or schedule it for a future date and time. We always recommend the latter.

Select the date, time and time zone you would like your email to go out at.



Even if you want it to go out immediately, you can always schedule it 5-10 minutes in the future, just to give yourself that extra bit of time to breath and review.

Once you click Schedule, you will be taken back to the deploy dashboard where you can review and control your deployment

## Controlling your deployment

On the Deploy dashboard, you will see both finished and active deployments.



Active deployments have a few different statuses but these are the 2 that provide controls:

### Scheduled

A scheduled deployment will switch to "In Progress" at the set date/time. You have 2 options when controlling a scheduled deployment.

- **Delay**- This puts the deployment into a limbo state. It is useful for when you are not sure if the deployment should go out at the time you designated or not. When the scheduled date/time is reached, it will not deploy if it's in this state.
- **Cancel** - If you cancel a scheduled deployment, it will return to having the status "Created" and you can go back into the deployment to make changes from the "Final Deployments" tab.

### In Progress

An "In Progress" deployment is currently deploying to your list and you will have 2 options to control it:

- **Pause** - Pausing a deployment will allow you to review and restart or cancel the deployment if needed. It is recommended you do this first instead of cancelling right away so you have the option to restart.
- **Cancel** - This is the "Kill switch" of your deployments. Once you click this, the deployment will stop and can't be restarted again.

---

Revision #6

Created 15 July 2020 19:07:14 by Andrew Keith

Updated 9 September 2020 19:20:48 by Andrew Keith