

# How to edit a pre-existing rule?

[help2.fractal.com/hc/en-us/articles/25021655985677-How-to-edit-a-pre-existing-rule](https://help2.fractal.com/hc/en-us/articles/25021655985677-How-to-edit-a-pre-existing-rule)

To edit an existing rule's conditions and actions, just click on the rule in question to activate the editing options menu.

The screenshot shows a web application interface for a Dispatcher. At the top, there is a search bar and a navigation menu. Below the search bar, there is a table of rules. The first rule, 'New WO', is selected, and its edit icon is highlighted with a red box. The table has columns for Description, Module, Submodule, and Event. The first rule is 'New WO' with Module 'Work Management', Submodule 'Work Orders', and Event 'New WO'. The second rule is 'New WO-2024' with Module 'Work Management', Submodule 'Work Orders', and Event 'New WO'. The third rule is 'New Request' with Module 'Work Requests', Submodule 'My Work Requests', and Event 'Create new Work Request'. The fourth rule is 'Tarefas pendentes' with Module 'Work Management', Submodule 'Pending Tasks', and Event 'Pending tasks or with delay'. The fifth rule is 'Pending tasks' with Module 'Work Management', Submodule 'Pending Tasks', and Event 'Pending tasks or with delay'. The sixth rule is 'Requisiciones de material' with Module 'Warehouses', Submodule 'Material requisitions', and Event 'New requisition of material'. The interface also shows a 'Showing 6 of 6' indicator and a blue plus button at the bottom right.

	Description	Module	Submodule	Event
<input checked="" type="checkbox"/>	New WO	Work Management	Work Orders	New WO
<input type="checkbox"/>	New WO-2024	Work Management	Work Orders	New WO
<input type="checkbox"/>	New Request	Work Requests	My Work Requests	Create new Work Request
<input type="checkbox"/>	Tarefas pendentes	Work Management	Pending Tasks	Pending tasks or with delay
<input type="checkbox"/>	Pending tasks	Work Management	Pending Tasks	Pending tasks or with delay
<input type="checkbox"/>	Requisiciones de material	Warehouses	Material requisitions	New requisition of material

Upon clicking on edit, the system will display the general conditions and actions tabs window so you can make the desired edit.

← New WO Save

**Enabled**

Details

- General
- Terms
- Actions

Module Work Management	Submodule Work Orders
Event New WO	Description New WO

If you want to enable or disable an existing rule, you just have to click on each of the rules' enabled button. Keep in mind that once a rule is disabled, it will no longer have any effect when sending notifications.

	Description	Module	Submodule	Event
<input type="checkbox"/>				
<input type="checkbox"/>	New WO	Work Management	Work Orders	New WO
<input type="checkbox"/>	New WO-2024	Work Management	Work Orders	New WO
<input type="checkbox"/>	New Request	Work Requests	My Work Requests	Create new Work Request
<input type="checkbox"/>	Tarefas pendentes	Work Management	Pending Tasks	Pending tasks or with delay
<input type="checkbox"/>	Pending tasks	Work Management	Pending Tasks	Pending tasks or with delay
<input type="checkbox"/>	Requisiciones de material	Warehouses	Material requisitions	New requisition of material

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**Note:** After making any kind of edit, make sure you save your changes to implement them.