

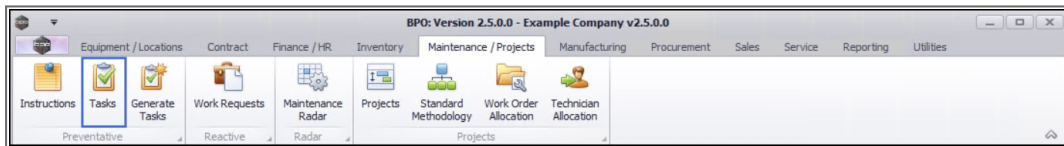
MAINTENANCE

TASKS - DELETE A TASK

If the Company Configuration is set to **Auto Apply Task Configuration to WO**, then all required resources for the task will be created as requested on all the work orders that are created with the same **Work Order Type**. If this is the case, make sure that each task is linked to a different Work Order Type.

The **Auto Apply Task to WO** functionality is meant for use in a simplified planned maintenance environment where Project Methodology is not used. These two functionalities cannot be used together

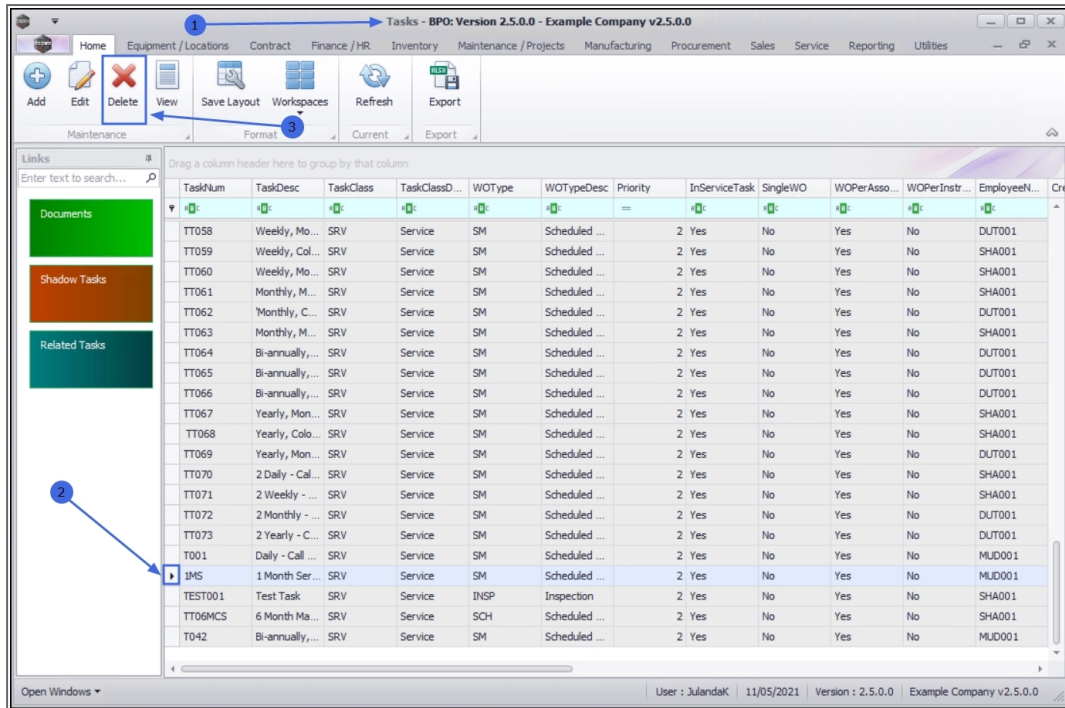
Ribbon Access: *Maintenance / Projects > Tasks*



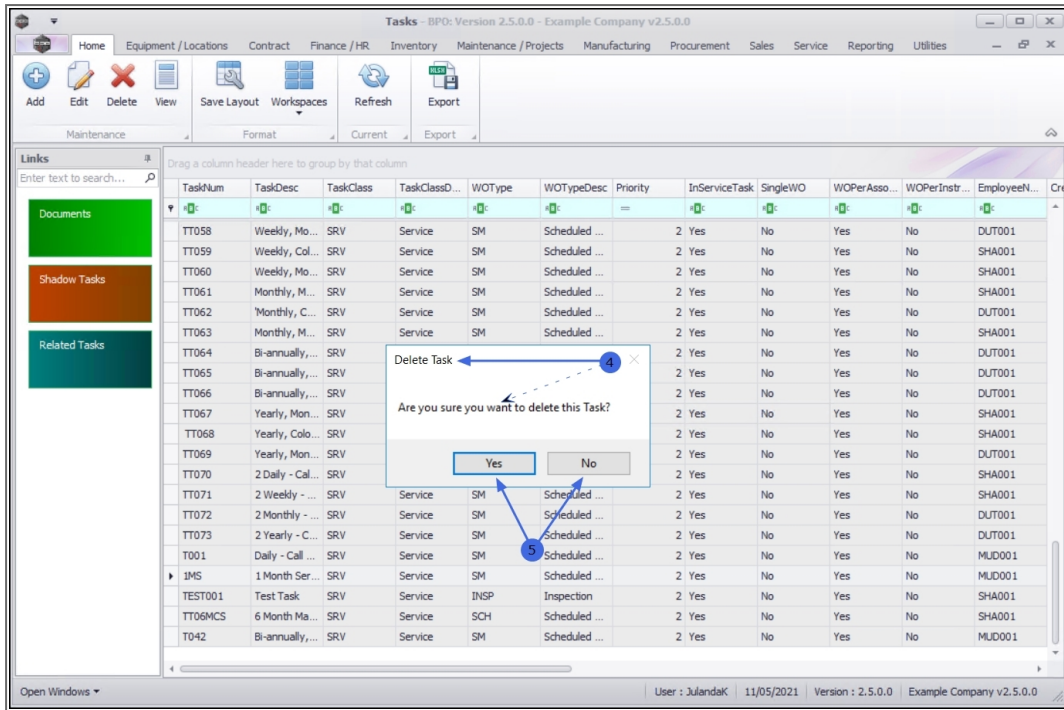
1. The **Tasks** listing screen will be displayed.
2. Click on the **row** of the task you wish to make changes to.
3. Click on **Delete**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Delete**.



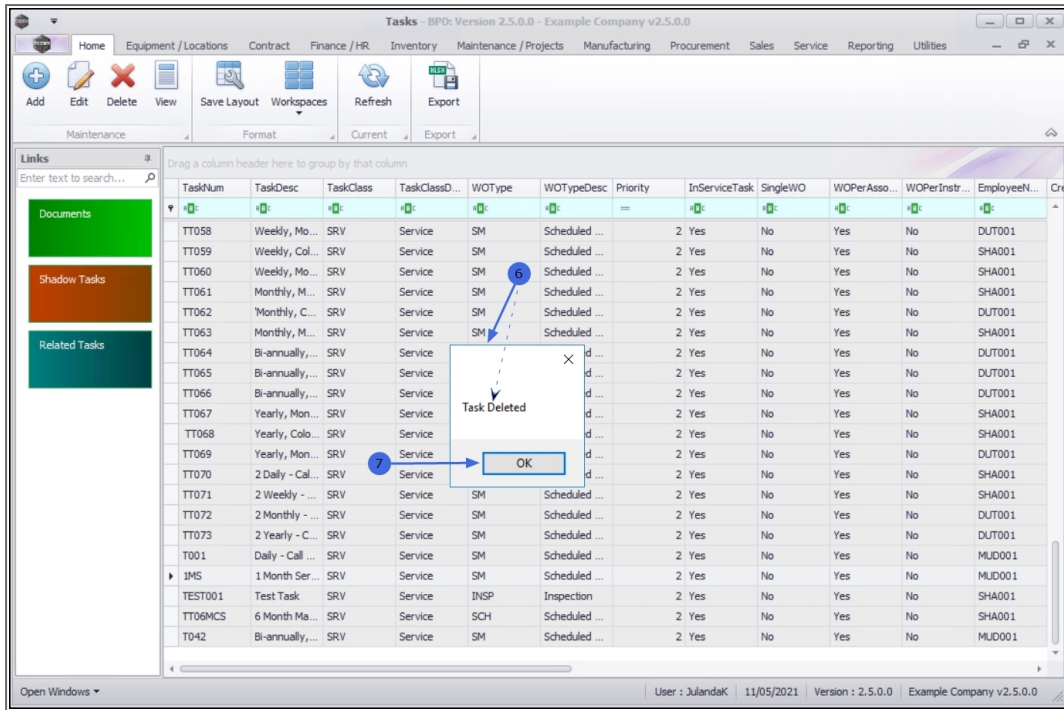
4. When you receive the **Delete Task** message to confirm;
 - **Are you sure you want to delete this Task?**
5. Click on **Yes** if you are certain about your selection, alternatively
 - Click on **No** to ignore the request.



6. If you have opted for **Yes**, above, then you will receive a message to confirm that;

- **Task Deleted.**

7. Click on **OK**.



The Tasks list screen has been updated and the task you have deleted can no longer be viewed from the tasks list screen.

Related Topics

- [Add the Generation Methodology](#)
- [Link Instructions](#)
- [Assigning BOM Details](#)
- [Assigning Internal Labour Resources](#)
- [Add External Labour Resources](#)

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