





# Deactivating Tasks

## Deactivating Tasks:

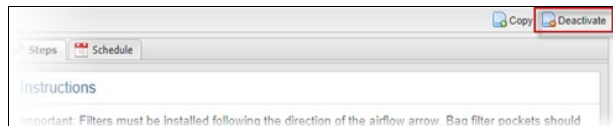
In order to preserve work order histories, users cannot delete tasks, but users can deactivate them. This prevents them from being added to new schedules, but will still be issued for any schedule that it is currently associated with. Users will need to remove the task from currently existing schedules which use the deactivated task.

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### **Note:**

- If necessary, users can update their schedules, so they no longer use the inactive task. While viewing a task, users can see what schedules a task is associated with by clicking on the **Schedule** tab; from there, users can click on the name of the equipment to view the equipment's details, where they can either deactivate the schedule, or edit the schedule to remove the task.
- To see deactivated tasks, users will need to change the Task Library's filter settings to display inactive tasks. Once the inactive task has been found, users can click on the task's name to view the Task Details.
- Users can reactivate previously deactivated tasks.

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1. Tasks are deactivated from the Task Details screen. If not already viewing the Task Details, locate the task in the Task Library list, then open the Task Details by clicking on the task name.
  2. From the Task Details screen, click **Deactivate**.



3. In the confirmation window, click **Yes**. The task is now deactivated.

