Reactivating Tasks

Reactivating Tasks:

If a task was deactivated in error, or if a previously deactivated task is needed, it is possible to reactivate the task. This allows the task to once again be added to schedules.

1. Tasks are reactivated from the Task Details screen. If not already viewing the Task Details, locate the task in the Task Library list. 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, click on the task's name to view the Task Details.

2. From the Task Details screen, click **Activate**.

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