

Deleting a task

You can delete a task when it is no longer needed.

Requirements: You must have a project role that includes the Delete Tasks user right.

1. In the **Tasks** view, select the task that you want to delete.
2. Select **Task > Delete Task**.
3. Click **Delete** or click **OK**.

The task disappears from the **Tasks** view. Any elements associated with the task are kept in the project and can be viewed in the **Elements** view.