

Making a task inactive

You can remove a task from the list of active tasks so that no further changes can be made to its task status.

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

You might want to make a task inactive when all the users assigned the task have set the task status or when a task is no longer applicable—for example, an element that is assigned a task is no longer going to be used in a layout. You can make a task inactive when it is assigned to you or to another user.

1. In the **Tasks** view, in the **Filter** list, select **All active**.
All active tasks appear.
2. Select the task that you want to make inactive, and from the **Tasks** menu, select **Set Active/Inactive State**.

The task disappears from the list of active tasks in the **Tasks** view and from any associated elements in the **Elements** view.

Note: If the state of a project is set to Completed, the state of all the tasks in the project is automatically set to Inactive. If the state of a project is set back to Active, the state of those tasks in the project is automatically set back to Active.