

Reactivating an inactive task

You can reactivate a task that you previously made inactive.

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

You might want to reactivate a task if you accidentally inactivated the task before it was complete or if the reason for inactivating the task has changed—for example, you inactivated a task because the element was removed from a layout, but the element is now back in the layout.

Tip: To view all active tasks, in the **Filter** list, select **All Active**.

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