

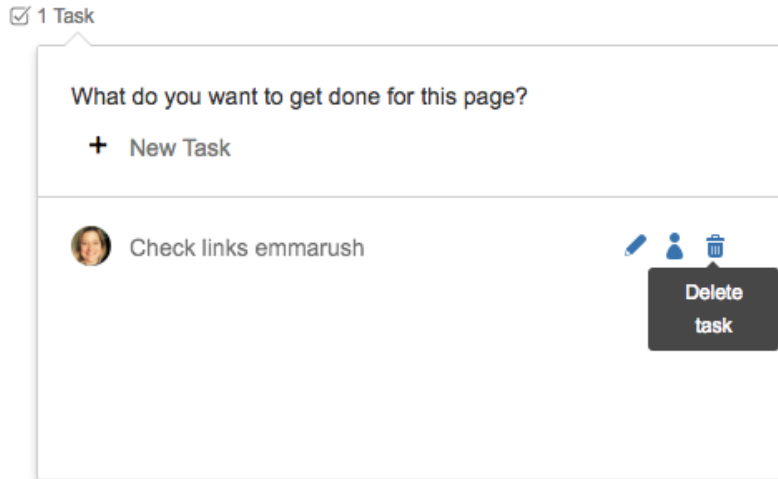
Delete a task

Overview

You can **delete** a task, without [completing](#) it.

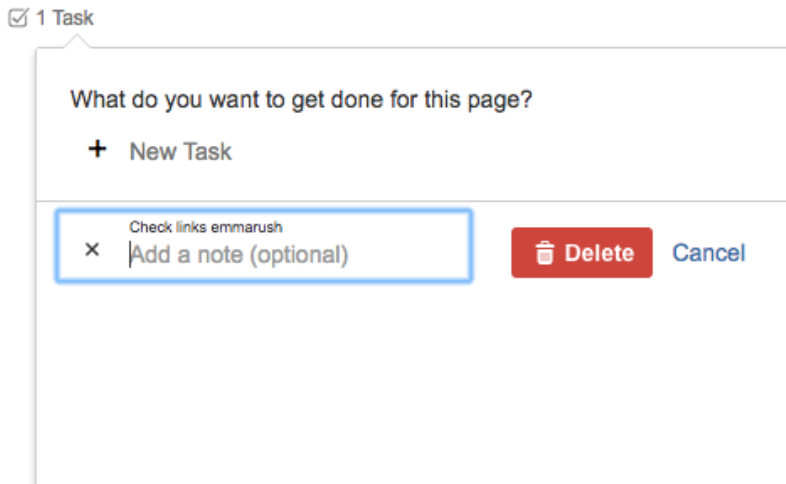
Select the task to delete

Open the [Tasks Popup](#) to display the task list:



Confirm deletion

Hover the mouse over the task you want to delete, then choose **Delete task**:



You can add an optional note if desired.

When you're ready, choose **Delete** to erase the task.

Notifications and reporting

Depending on app configuration anyone assigned to the task, or watching the page will receive notifications to let them know of the changes. This configuration is set in the [space](#) and [global](#) administration guides.

Details of the changes will also be stored in the [Activity Report - Content](#).

See also

Reporting Guide:

- [Report on tasks](#)

Workflow Authoring Guide:

- [Tasks](#)

Administration Guides:

- [Notifications - Space Tools](#)
- [Notifications - Global](#)

[◀ Back to Tasks Popup](#)