



# CAERise Editor

Duplicating / Deleting a Task

## Duplicating / Deleting a Task

As you edit your lesson, you may need to either duplicate tasks to increase the speed of your workflow or you may need to delete some tasks to tighten the plan of action.

To learn how to duplicate or delete tasks, review the information below.

The screenshot displays the 'Test Lesson 001' interface. On the left is a navigation sidebar with options like Dashboard, Courses, Lessons, Modules, Tasks, Change Requests, Customers, and Administration. The main content area shows the 'Plan Of Action' section with three tasks:

- 1. Acceleration / Deceleration, Trim changes (Time: 00:30)
- 2. Cockpit Inspection (Time: 00:45)
- 3. "# 1 RUD HYD" or "#2 RUD HYD" (Caution Light) (Time: 01:00)

The context menu for the third task is open, showing 'Duplicate' and 'Delete' options. On the right, the 'Tasks' panel lists 17 tasks, including 'Before Start Procedures', 'Cockpit Inspection', 'Landing - Normal', 'Performance Calculation', 'Preflight Procedures', 'Quick Turn-around', and 'Take-off - Max TO Mass'.

### 1 Opening Options

Open the task options by clicking on the three dots.

### 2 Duplicate

To duplicate a task, click on the *Duplicate* button and the duplicated task will appear at the bottom of the list.

### 3 Delete

To delete the task, select the *Delete* button.