



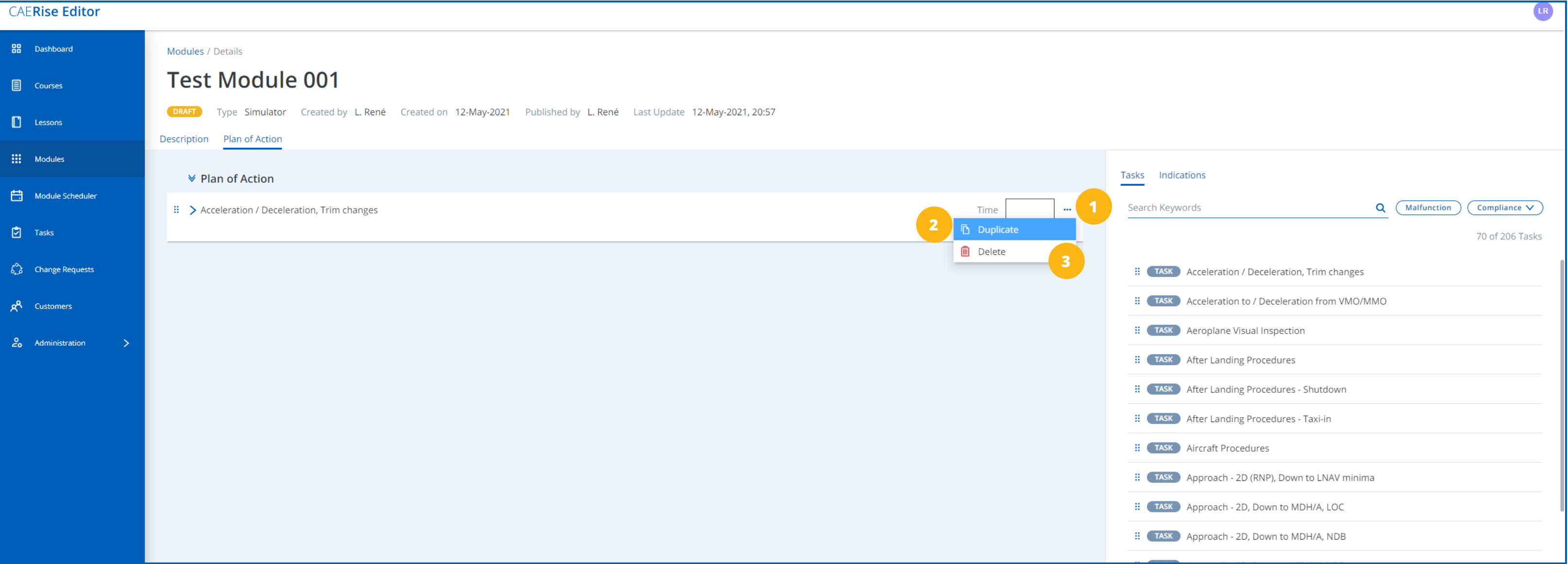
CAERise Editor

Duplicating / Deleting a Task

Duplicating / Deleting a Task

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

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



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.