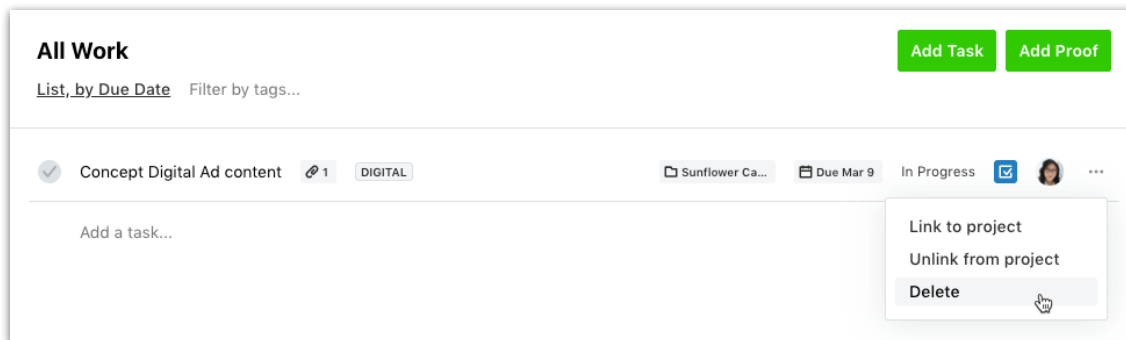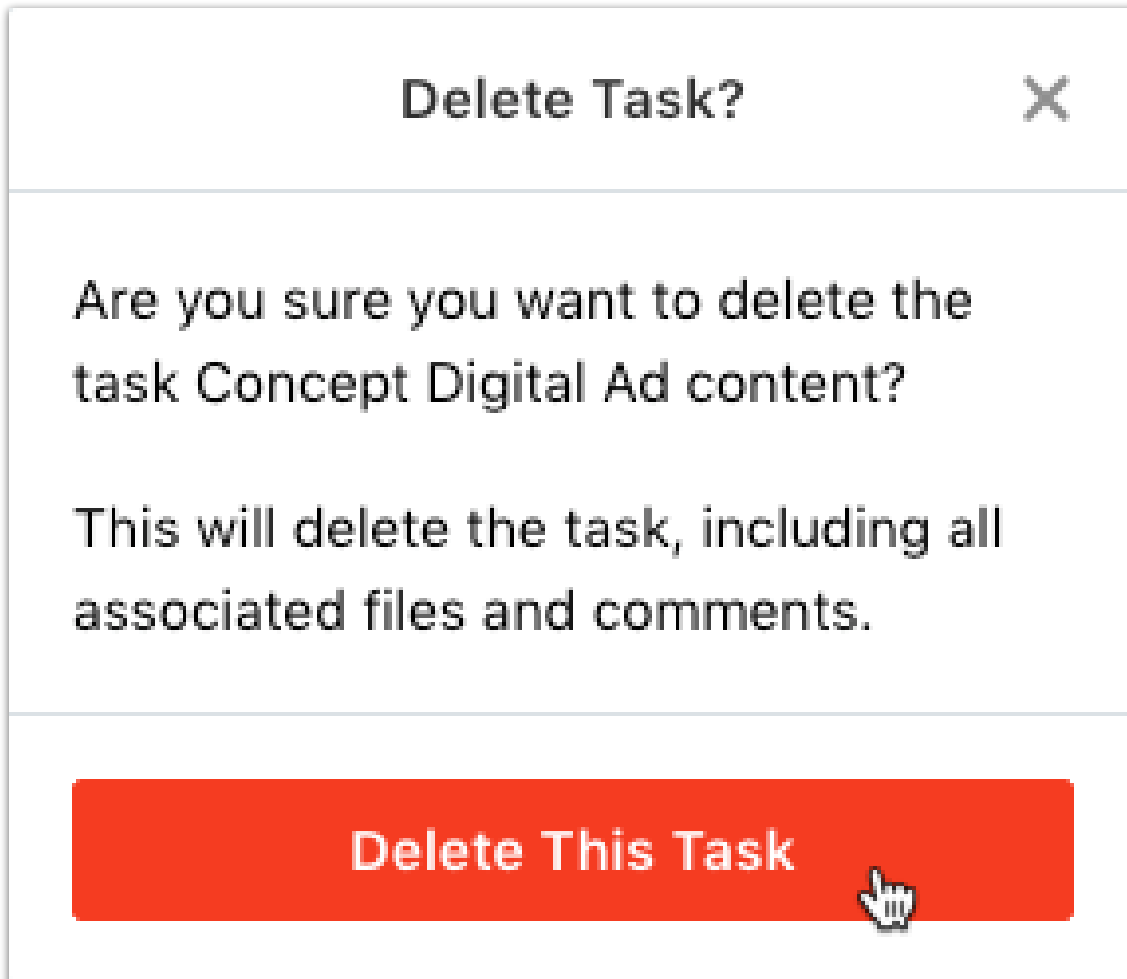# Deleting a Task

Published on 02/26/2018

To permanently delete a task, navigate to the task list and click the options icon to the right-hand side of the task slat and select **Delete.** You can also delete a task from the options icon found in the top right of the task details.

The system will ask you to confirm your selection by clicking**Delete** a second time. Once you select this option, you will no longer be able to restore any task data.

Delete Task? ✕

Are you sure you want to delete the task Concept Digital Ad content?

This will delete the task, including all associated files and comments.

Delete This Task

💡 The ability to delete a task is based on your assigned user permissions.

ℹ️ If a task associated with a request is deleted, the initial request will return to a "Submitted" status. From there, Team Members can work with the requester to modify the request, delete the request, or approve it into a different type of work item.