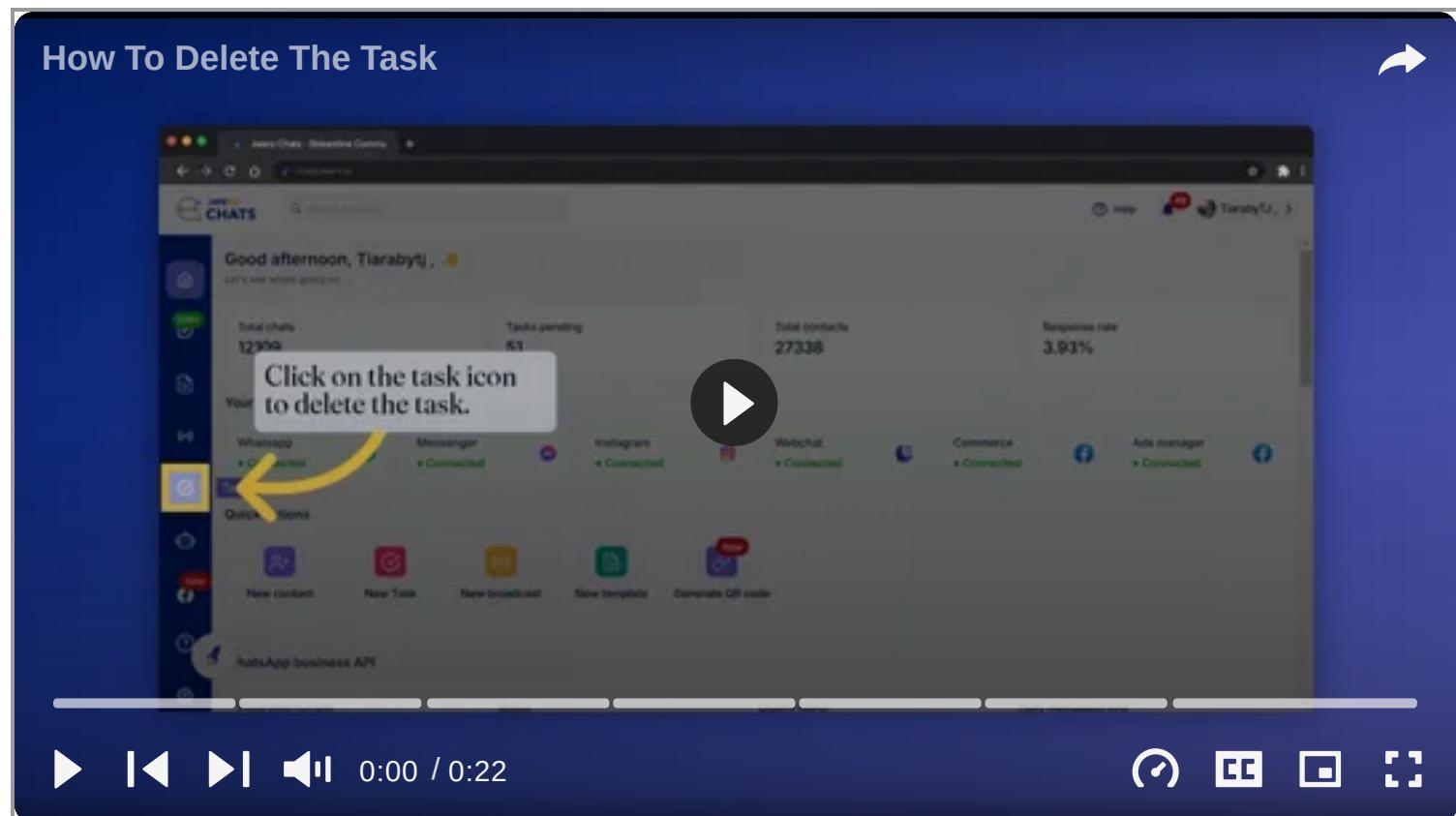


# How To Delete The Task



Go to [chats.jwero.ai](https://chats.jwero.ai)

1. Click on the task icon to delete the task.

The screenshot shows the JWERO CHATS dashboard. At the top, there's a search bar and a notification bell with 49 messages. On the left, there's a sidebar with various icons. In the center, there are statistics: Total chats (12109), Tasks pending (51), Total contacts (27338), and Response rate (3.93%). Below these are connection status cards for WhatsApp, Messenger, Instagram, Webchat, Commerce, and Ads manager, all showing 'Connected'. A callout box with a yellow arrow points to the 'New Task' icon in a 'Quick actions' bar. The bar also includes 'New contact', 'New broadcast', 'New template', and 'Generate QR code'.

## 2. Click on the task you want to delete.

You will be listed with all the tasks which are created. You need to click on the task which you want to update.

The screenshot shows the 'Tasks' page. At the top, there's a search bar and a notification bell with 49 messages. On the left, there's a sidebar with various icons. The main area shows a list of tasks categorized by status: Pending (38 tasks), In progress (2 tasks), and Completed (10 tasks). A callout box with a yellow arrow points to the 'Publish Blog' task, which is highlighted with a yellow box. The task details are: Title 'Publish Blog', Created by 'TiarabyTJ' on '23/12/24 11:31 AM', and a due date of '24/12/2024 11:29 AM'. Other tasks visible include 'Change the banner image' (Overdue 48d), 'New Category' (Completed 6d), and 'Test K-7' (Overdue 47d).

## 3. You can also search for the task with its title name.

The screenshot shows the JWERO CHATS Tasks page. At the top right, there is a search bar labeled "Search anything" with a magnifying glass icon. To its right, there are links for "Help" and a user profile for "TiarabyTJ". A yellow arrow points from the text "You can also search for the task with its title name." to the search bar.

**Tasks**

Show tasks for : All time

**38 Pending**

- Publish Blog
- Menu Update
- Technical & On-Page SEO
- Test K-7

**2 In progress**

- Change the banner image (Overdue 48d)
- Contact Us Page Update (Overdue 48d)

**10 Completed**

- New Category
- Schema Addition
- Remove banner
- Policy Update

Completed 6d

Completed 7d

Completed 1d

Completed 4d

#### 4. Click on "Delete".

The screenshot shows the details of a task titled "Publish Blog". At the top right, there are "Cancel" and "Update" buttons. A yellow arrow points from the text "Click on \"Delete\"." to the "Delete" button, which is highlighted with a yellow box.

**Publish Blog**

Created on 2024-12-23 6:1

Select team member

Due date 24/12/2024 05:59 AM

Select contact Rahul More

Remind me in 24/12/2024 05:44 AM

Status Pending

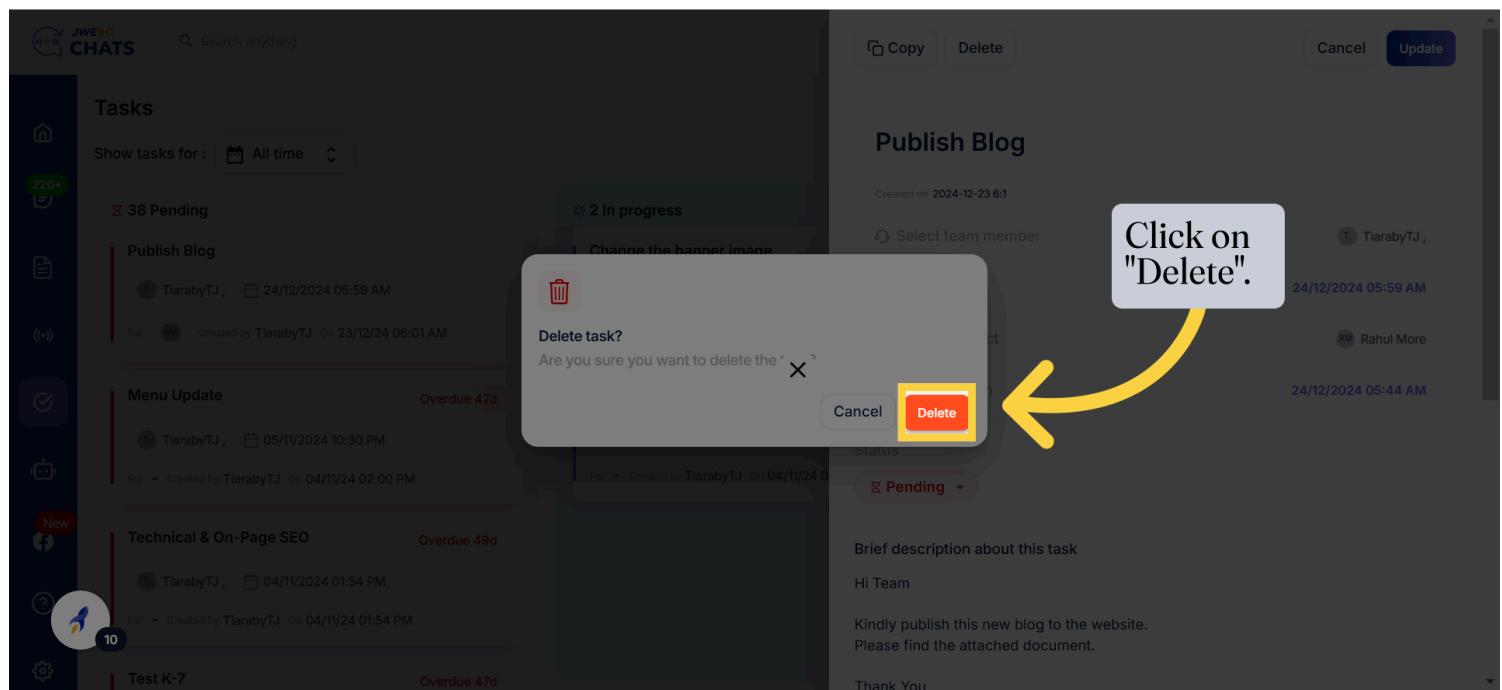
Brief description about this task

Hi Team

Kindly publish this new blog to the website.  
Please find the attached document.

Thank You

#### 5. Click on "Delete".



## 6. You will see this message after successfully deleting.

Task successfully removed

