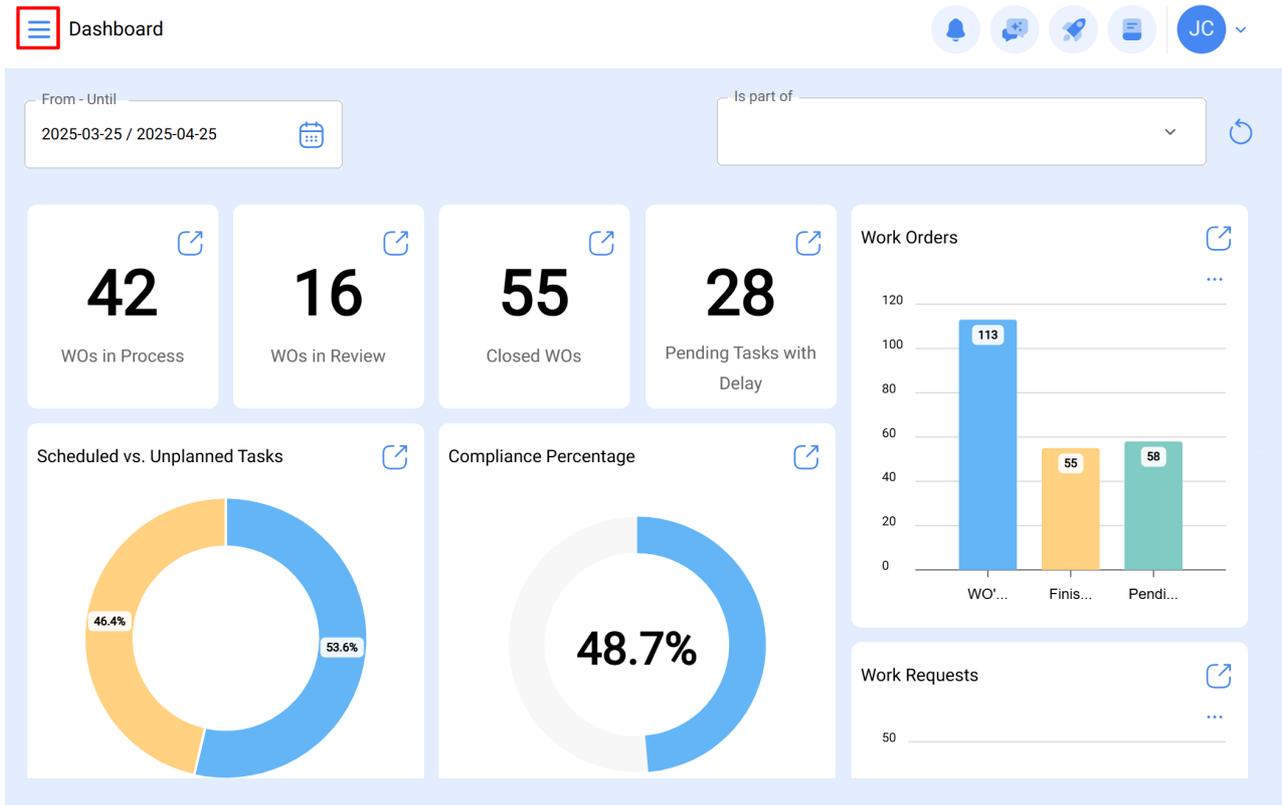


# How to edit a plan's tasks?

[help.fracttal.com/hc/en-us/articles/24947323911821-How-to-edit-a-plan-s-tasks](https://help.fracttal.com/hc/en-us/articles/24947323911821-How-to-edit-a-plan-s-tasks)

To edit an existing task plan, you must first select the task plan in question to activate the editing option.

Access the main menu and then select the "Work Management" module. Next, choose the "Planned Maintenance" option to manage the plans associated with the assets.





Start

- Catalogs ▼
- Warehouses
- Work Management ^
  - 📅 Planned Maintenance
  - 📄 Work Orders
  - 💰 Budgets
- Monitoring ▼
- Dispatcher ▼
- Business Intelligence ▼

Is part of
🔄

55  
 Closed WOs

28  
 Pending Tasks with Delay

Work Orders

Compliance Percentage  

48.7%

Work Requests

Work Management  
Planned Maintenance

prueba

← (1) Selected

✎

🗑️ ⋮

Description	Linked Tasks	Linked Assets	Limit Access to this location
<input type="checkbox"/> prueba	0	0	//
<input type="checkbox"/> Prueba	1	0	// Fractal/
<input checked="" type="checkbox"/> PRUEBA	1	0	// Fractal/
<input type="checkbox"/> prueba 1	1	1	// CENTRO COMERCIAL EL TESORO/
<input type="checkbox"/> PRUEBA 919202	0	0	//
<input type="checkbox"/> prueba análisis económico	1	0	//
<input type="checkbox"/> Prueba BK (motor de 125cc con registros ITV)	2	0	//
<input type="checkbox"/> Prueba BK (motor de 125cc Sin ITV)	2	0	//
<input type="checkbox"/> Prueba BK (motor de 50cc con registros de ITV)	2	0	//
<input type="checkbox"/> Prueba BK (motor de 50cc sin primera ITV)	2	0	//
<input type="checkbox"/> Prueba Israel	0	0	//

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Upon clicking on the editing option, the task plan will open and once there you'll only need to select the field that you want to modify (General, Tasks or Assets), finally you'll just need to save the changes made.

← PRUEBA

📄 Save

**Information**  
You have pending changes to save!

- 🏠 General
- 📅 Task Plans
- 🔗 Assets Linked

Description  
PRUEBA

Limit Access to this location  
👁️ // Fractal/ ▾ ×

Linked Tasks  
1

Assets Linked  
0