

# How to Delete a To Do Item of a Work Order

- 1. Open the [Consumption Sites](#) record.
- 2. Navigate to the **Work Orders** tab. Select the work order in the grid.
- 3. In **To Do Items** grid, select the item that needs to be deleted. Click the **Remove** button.

DetailsAttachment

To Do Items

OpenRemove

Items\*Completed

SET TANK

LABOR

☒

☒

☐

- 4. This message will display. Select **Yes** on the confirmation message.



iRely i21

You are about to delete 1 row.  
Are you sure you want to continue?

Yes

No

- 5. Click **Save** button. To Do Items will be removed from the grid.
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- 4. Select **Yes** on the confirmation message.

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To Do Items	
Items	Completed
PICK UP TANK	<input checked="" type="checkbox"/>
SET TANK	<input type="checkbox"/>
	<input type="checkbox"/>

4. Select **Yes** on the confirmation message.

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To Do Items	
Items	Completed
PICK UP TANK	<input checked="" type="checkbox"/>
SET TANK	<input type="checkbox"/>
	<input type="checkbox"/>

4. Select **Yes** on the confirmation message.