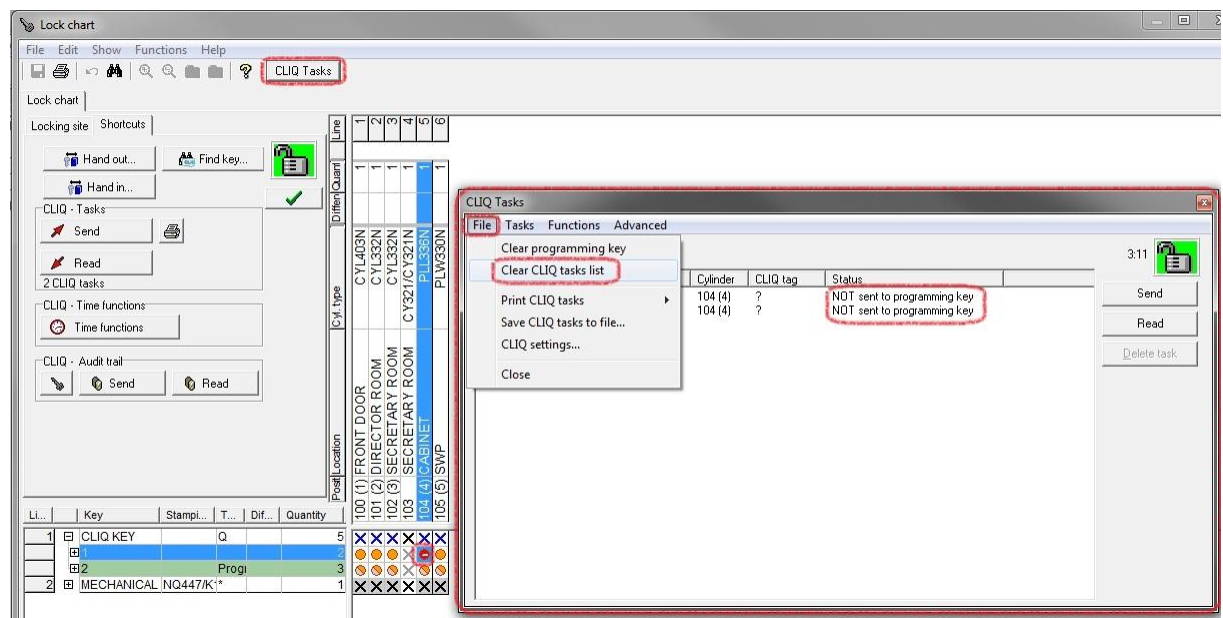


# Deleting a task not yet sent to the C-key

These instructions explain how to delete a task not yet sent to a C-key. See also how to clear the programming key later in this document.

1. Open the Lock chart and then the CLIQ Tasks window.



2. Make sure that the status of the tasks are "NOT sent to programming key". See instructions later in the document on how to delete the tasks if they have already been sent to the programming key.

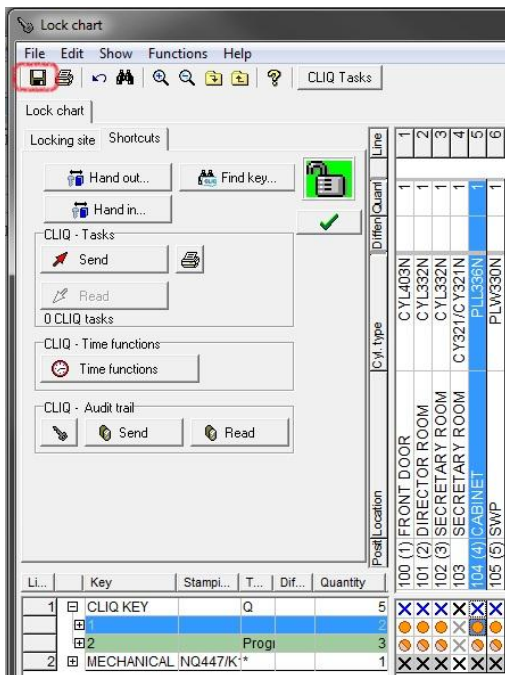
3. In the CLIQ Tasks windows click File – Clear CLIQ tasks list

4. Undo the changes in the Lock chart by right clicking on the cell that has a pending access change and "Give access in cylinder" if the pending task was to "Remove access in cylinder". This will cancel the pending access right change. \*\*\*

The screenshot shows the 'Lock chart' application window. The interface includes a menu bar (File, Edit, Show, Functions, Help), a toolbar with icons for file operations and search, and a main workspace divided into several sections: 'Locking site', 'Shortcuts', 'CLIQ - Tasks', 'CLIQ - Time functions', and 'CLIQ - Audit trail'. A table displays lock data with columns for Line, Cyl. type, Post/Location, and Quantity. A context menu is open over the table, with 'Give access in cylinder' highlighted in red.

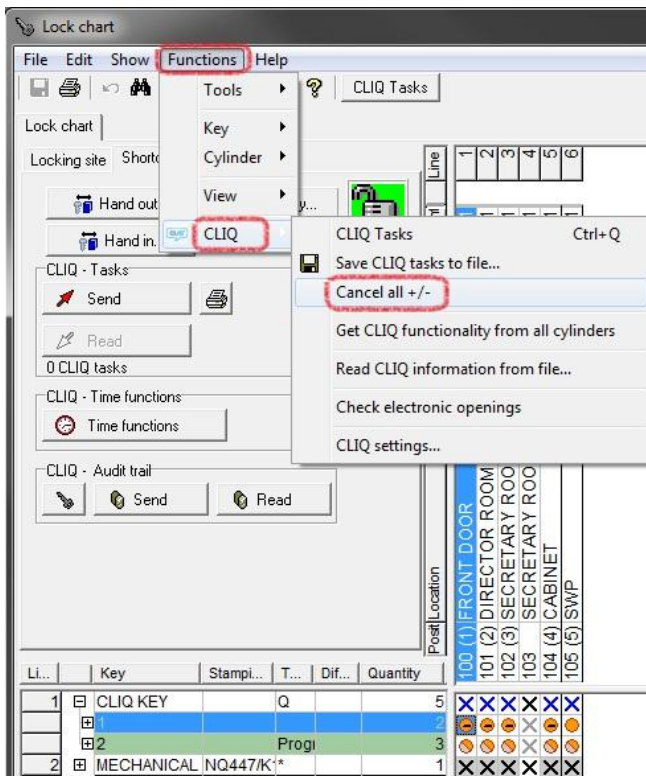
| Line | Post/Location          | Cyl. type    | Differ | Quant |
|------|------------------------|--------------|--------|-------|
| 1    | 100 (1) FRONT DOOR     | CYL403N      |        | 1     |
| 2    | 101 (2) DIRECTOR ROOM  | CYL332N      |        | 1     |
| 3    | 102 (3) SECRETARY ROOM | CYL332N      |        | 1     |
| 4    | 103 SECRETARY ROOM     | CY321/CY321N |        | 1     |
| 5    | 104 (4) CABINET        | PLL336N      |        | 1     |
| 6    | 105 (5) SWP            | PLW330N      |        | 1     |

## 5. Click Save



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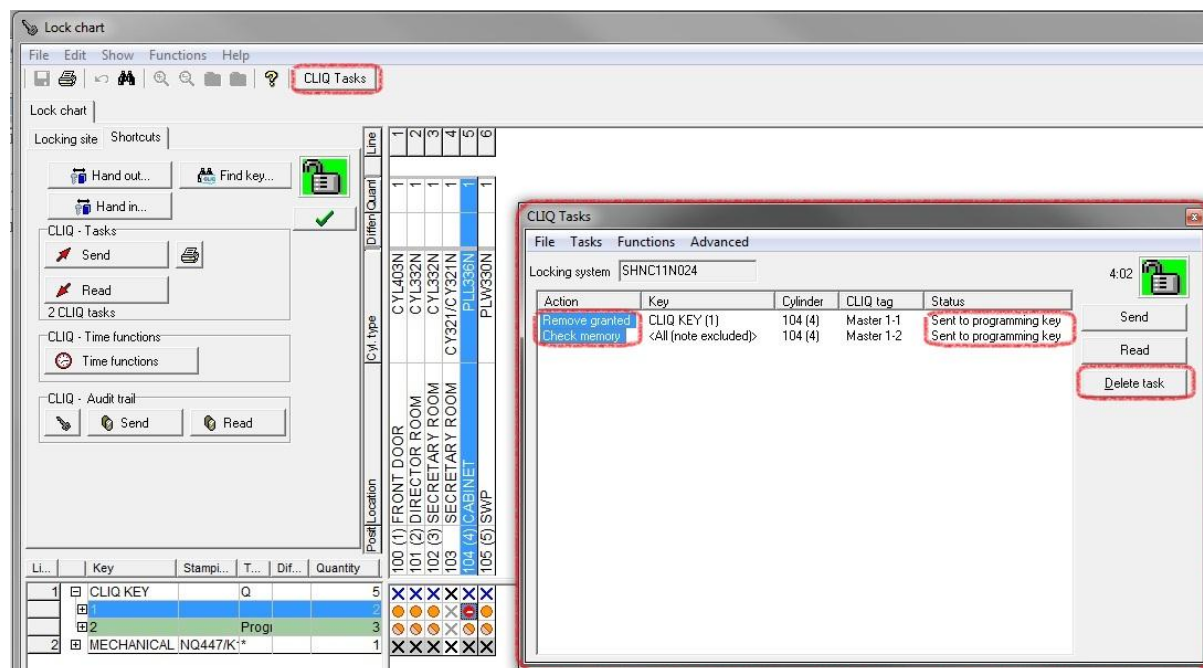
You can also cancel all pending access rights changes, if there are many, in one go. Do that by clicking Functions – CLIQ – Cancel all +/- . Click Save (as in step 5 after you have cancelled all pending access changes).



# Deleting a task already sent to the C-key

These instructions explain how to delete a task already sent to a C-key. See also how to clear the programming key later in this document.

1. Open the Lock chart and then the CLIQ Tasks window.

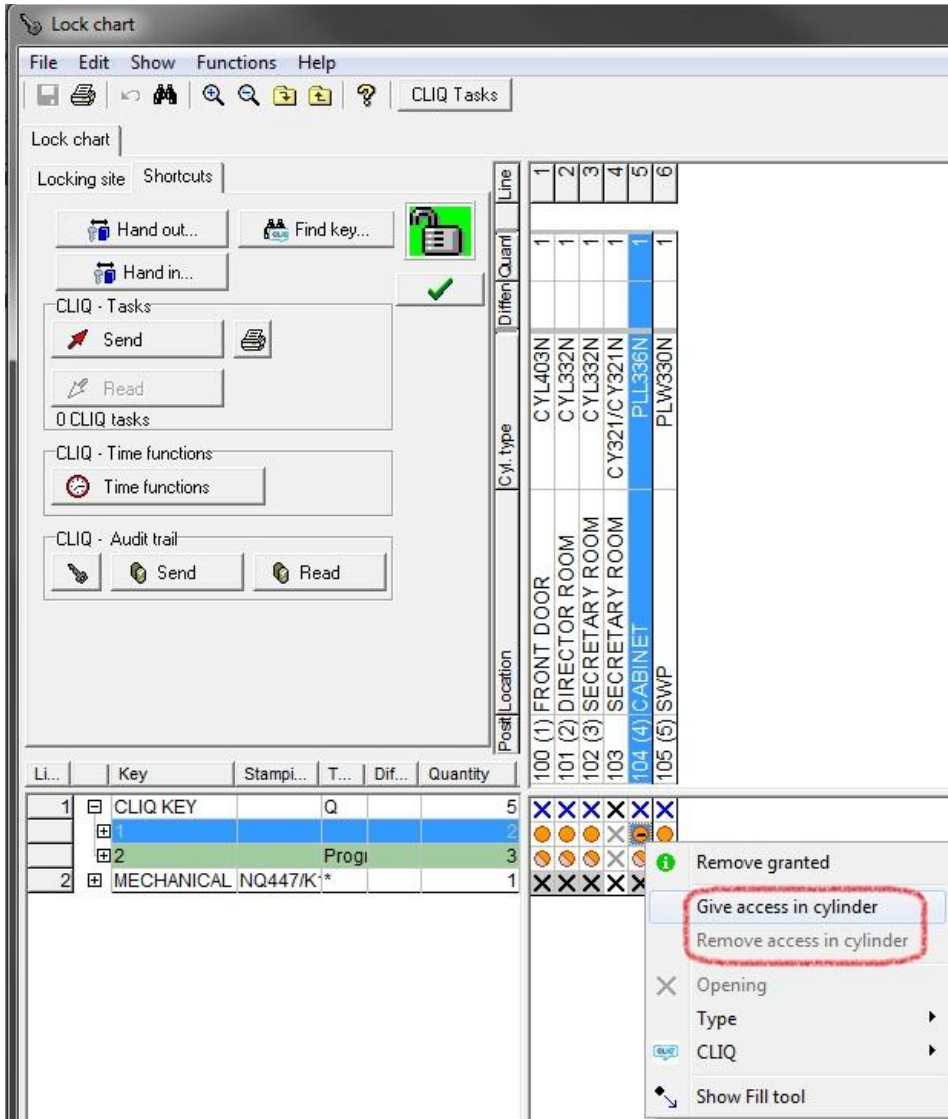


2. Make sure that the status of the tasks are "Sent to programming key". See instructions earlier in the document on how to delete the tasks if they haven't been sent to the programming key.

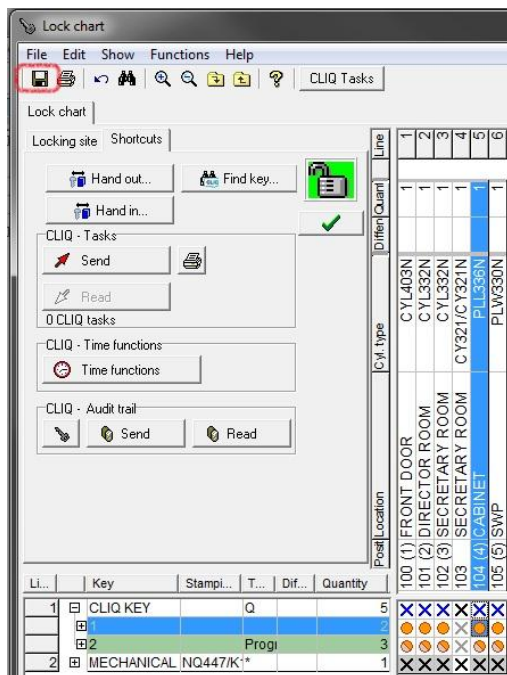
3. Highlight all the tasks you want to delete. Click the first task in the list and then press and hold down the Shift key on the keyboard and click on the last task. You can also select multiple tasks to delete by holding down the Ctrl key instead of the Shift key.

Once the tasks you want to delete are highlight click Delete task.

4. Undo the changes in the Lock chart by right clicking on the cell that has a pending access change and "Give access in cylinder" if the pending task was to "Remove access in cylinder". This will cancel the pending access right change. \*\*\*

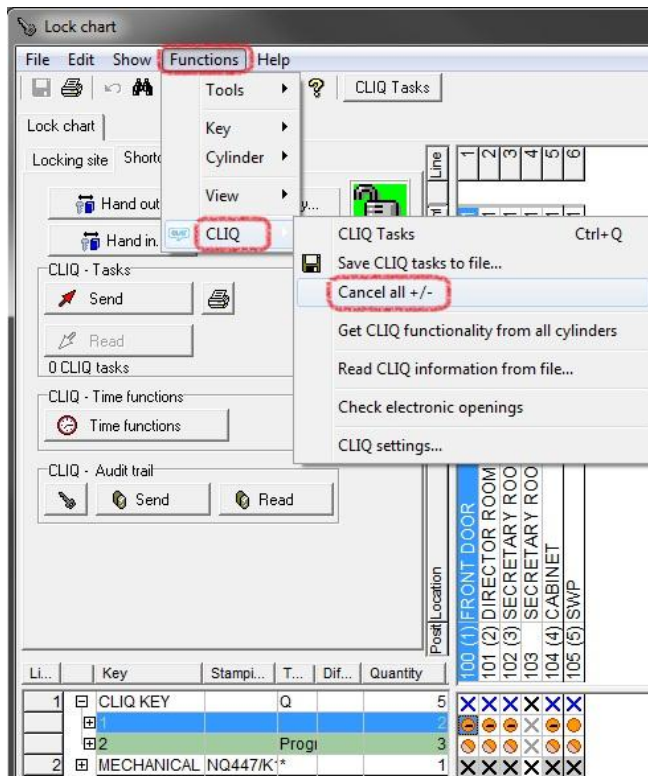


## 5. Click Save



\*\*\*

You can also cancel all pending access rights changes, if there are many, in one go. Do that by clicking Functions – CLIQ – Cancel all +/- . Click Save (as in step 5 after you have cancelled all pending access changes).





# Clearing the programming key from tasks

It's good manner to clear the programming key of tasks. All tasks that have been performed will be removed from the tasks list and from the C-key. **Note that undone tasks on the C-key will be removed as well and will change state to "NOT sent to the programming key"**. Clear the programming key by clicking File – Clear programming key in the CLIQ Tasks window.

You can clear the programming key even though you have tasks "NOT sent to the programming key". It will not change the status of those tasks.

