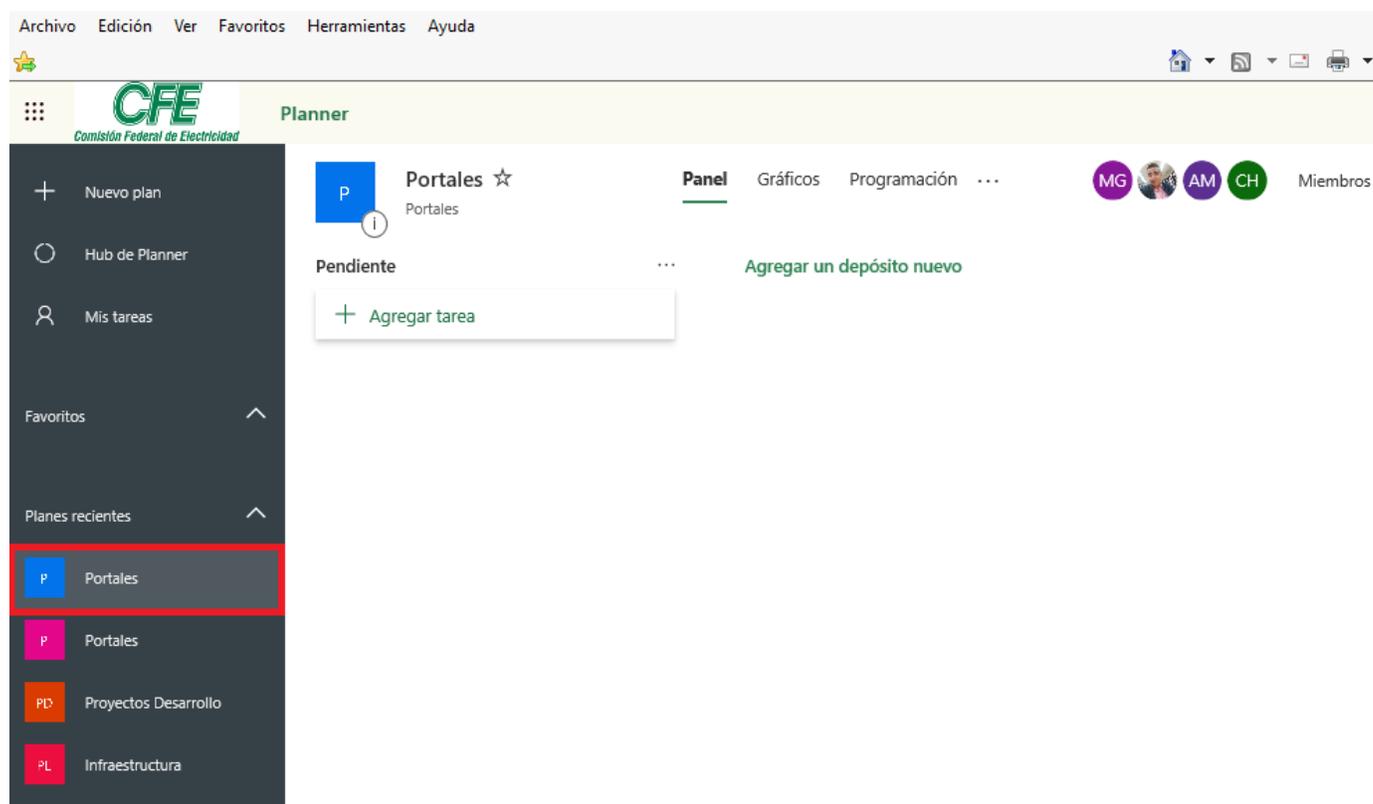


Gestión de Planes de Trabajo

Cambiar una tarea

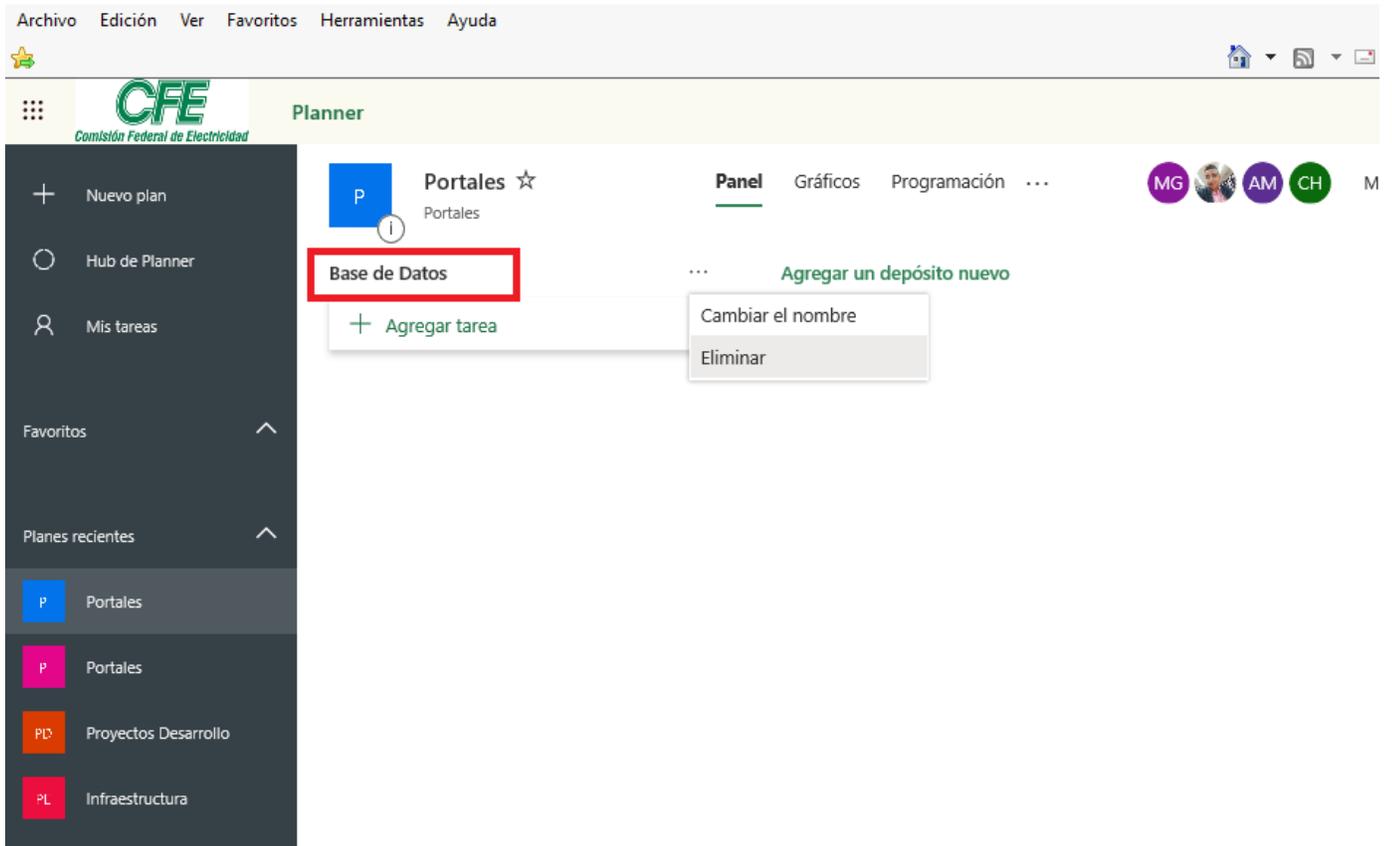
Para cambiar una tarea, siga los siguientes pasos:

1. Acceda a planes y elija el **plan** a cambiar



The screenshot shows the CFE Planner web application interface. At the top, there is a navigation bar with options: Archivo, Edición, Ver, Favoritos, Herramientas, Ayuda. Below this is the CFE logo and the word 'Planner'. A sidebar on the left contains several menu items: '+ Nuevo plan', 'Hub de Planner', 'Mis tareas', 'Favoritos', 'Planes recientes', and a list of plans: 'Portales' (blue icon), 'Portales' (pink icon), 'Proyectos Desarrollo' (orange icon), and 'Infraestructura' (red icon). The 'Portales' plan with the blue icon is highlighted with a red rectangular box. The main content area shows the selected 'Portales' plan with a star icon, a 'Panel' tab, and a 'Pendiente' status. A button labeled '+ Agregar tarea' is visible in a light blue box. On the right side, there are user avatars for MG, AM, and CH, and the text 'Miembros'.

2. Dé clic en los tres puntos donde podrá **cambiar** la tarea o en su caso **eliminar**



The screenshot shows the CFE Planner application interface. At the top, there is a navigation bar with options: Archivo, Edición, Ver, Favoritos, Herramientas, Ayuda. Below this is the CFE logo and the word "Planner". On the left, there is a sidebar with options: + Nuevo plan, Hub de Planner, Mis tareas, Favoritos, Planes recientes, Portales, Portales, Proyectos Desarrollo, Infraestructura. The main area displays a task named "Base de Datos" with a blue icon and a star. A context menu is open over the task, showing options: + Agregar tarea, Cambiar el nombre, and Eliminar. The "Base de Datos" text is highlighted with a red box. In the top right corner, there are user avatars labeled MG, AM, CH, and M.