

Cancelling a Process

Last Modified on 28/05/2026 10:28 am AEST

Running Process Runs can be cancelled from the **Process Runs** screen. Clicking on the cancel icon in the actions toolbox.

Process runs

🔄 Find a record 🔍

| Process name | Run status | Run version | ↑ Launch date | End date | Launch source | Initiating person | Primary record type | Primary record | Run mode | Source | |
|---------------------------------------|------------|-------------|---------------------|------------------|-----------------|-------------------|---------------------|------------------|----------|------------|------|
| Slow Process | Running | 5.0 | 17/04/2026 1:40 pm | | Manual | Administrator | | | Launch | Manual | 🔗 🗑️ |
| Send Email Step | Complete | 3.0 | 15/04/2026 4:11 pm | 15/04/2026 4... | Process trigger | Administrator | Game Record | | Launch | Triggerred | 🔗 🗑️ |
| Purchase Order Approval - Conditional | Complete | 1.0 | 15/04/2026 11:18 am | 15/04/2026 11... | Manual | Arthur Dent | Purchase Order | Hats for kids | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Running | 13.0 | 09/04/2026 11:37 am | | Manual | Marion Ravenwood | Purchase Order | Stuff for House | Launch | Manual | 🔗 🗑️ |
| Process for Jim Smith to be assigned | Running | 2.0 | 08/04/2026 11:28 am | | Manual | Administrator | Game Record | | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Running | 13.0 | 08/04/2026 11:21 am | | Manual | Administrator | Purchase Order | Arthur Dent 3:58 | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Error | 13.0 | 07/04/2026 5:00 pm | | Manual | Administrator | Purchase Order | Toys and cars | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Running | 13.0 | 02/04/2026 4:33 pm | | Manual | Administrator | Purchase Order | Things for HR | Launch | Manual | 🔗 🗑️ |
| 8 Purchase Order Approval Test | Complete | 1.0 | 31/03/2026 4:20 pm | 31/03/2026 4... | Manual | Charlie Brown | | | Launch | Manual | 🔗 🗑️ |
| Primary Record plus status Process | Running | 1.0 | 31/03/2026 4:15 pm | | Manual | Charlie Brown | | | Launch | Manual | 🔗 🗑️ |
| New Purchase Claim | Running | 1.0 | 31/03/2026 4:15 pm | | Manual | Charlie Brown | | | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Cancelled | 13.0 | 31/03/2026 4:15 pm | 28/05/2026 10... | Manual | Charlie Brown | | | Launch | Manual | 🔗 🗑️ |
| Primary Record plus status Process | Complete | 1.0 | 31/03/2026 4:09 pm | 31/03/2026 4... | Manual | Arthur Dent | Purchase Order | More stuff | Launch | Manual | 🔗 🗑️ |
| New Purchase Claim | Complete | 1.0 | 31/03/2026 4:06 pm | 31/03/2026 4... | Manual | Arthur Dent | | | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Running | 13.0 | 31/03/2026 4:02 pm | | Process trigger | Administrator | | | Launch | Triggerred | 🔗 🗑️ |
| Purchase Order Approval | Running | 13.0 | 31/03/2026 3:59 pm | | Process trigger | Arthur Dent | Purchase Order | Arthur Dent 4pm | Launch | Triggerred | 🔗 🗑️ |
| Primary Record plus status Process | Complete | 1.0 | 31/03/2026 3:59 pm | 31/03/2026 3... | Manual | Arthur Dent | Purchase Order | Toys and cars | Launch | Manual | 🔗 🗑️ |
| Purchase Order Approval | Error | 13.0 | 31/03/2026 3:59 pm | | Process trigger | Arthur Dent | Purchase Order | Arthur Dent 3:58 | Launch | Triggerred | 🔗 🗑️ |

19-36 of many < 1 2 3 ... >

It can also be done from the **Cancel Process Run** button on individual **Process Run** screens

Stage 1 → Stage 2 → Finance Approval

← Back

| Launch source | Initiating person | Launched date | End date | |
|---------------|-------------------|---------------|----------|----------------|
| Manual | Administrator | 02/04/2026 | - | Cancel Proc... |

Purchase Order Approval

| Run mode | Process version | Run status | Primary record type | Primary record | Created by | Correlation code |
|----------|-----------------|------------|---------------------|----------------|---------------|-------------------|
| Launch | <v13.0> | Running | Purchase Order | Things for HR | Administrator | Z752486-021633 🗑️ |

🟢 STAGE 1 Running

Sequential flow

Purchase Request 🗑️

🕒 Start: 02/04/2026 04:33:58 pm 🕒 End: -

🖨️ Display Page 👤 Jack Admin

Upon clicking the **Cancel** icon or button, a confirmation prompt will appear.



After cancellation, any incomplete tasks will be cancelled, and no new tasks will be created, and completed work will remain unchanged.

The run status will be updated to Cancelled, incomplete steps will be marked as cancelled.

Stage status will remain in whatever state it was at cancellation.

← Back Launch source: Manual | Initiating person: Charlie Brown | Launched date: 31/03/2026 | End date: 28/05/2026

Purchase Order Approval

| Run mode | Process version | Run status | Primary record type | Primary record | Created by | Correlation code |
|----------|-----------------|------------|---------------------|----------------|---------------|------------------|
| Launch | <v13.0> | Cancelled | Purchase Order | | Administrator | Z382422-311615 |

✓ STAGE 1 Running

Sequential flow

Purchase Request ⊘

📅 Start: 31/03/2026 04:15:08 pm 📅 End: 28/05/2026 10:06:22 am

🖨️ Display Page 👤 Charlie Brown

Cancelled by Administrator on 28/05/2026 10:06 am