

Cancelling a Process Run

Last Modified on 11/06/2026 4:47 pm AEST

Incomplete Process Runs can be cancelled from the [Process Runs](#) screen. Click 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	🔗 🗑️

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This 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	Cancel Proc...
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 🗑️

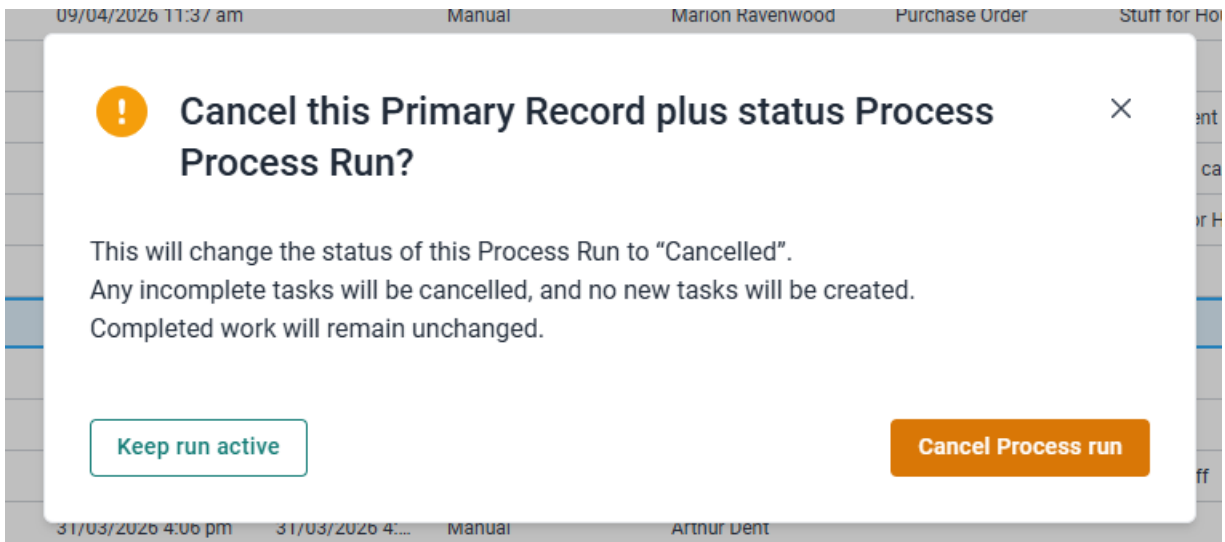
STAGE 1 Sequential flow Running

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. 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