



HOW TO...

Cancel a business process



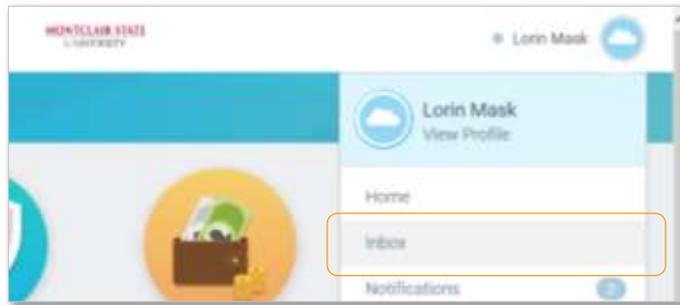
NOTES

- This is only for business processes already in progress
- Only the “initiator” of the process can cancel



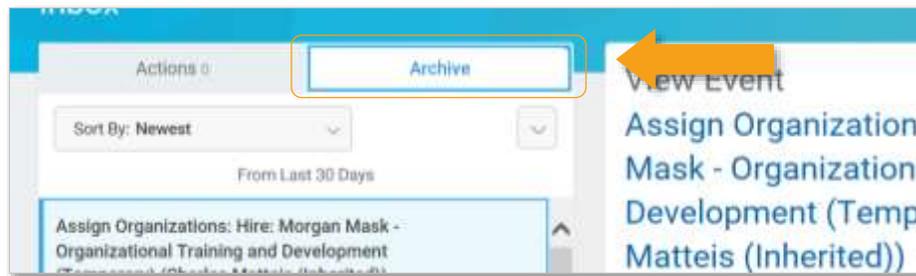
STEP 1

From the home page, **click** on the cloud icon and **click** on your inbox



STEP 2

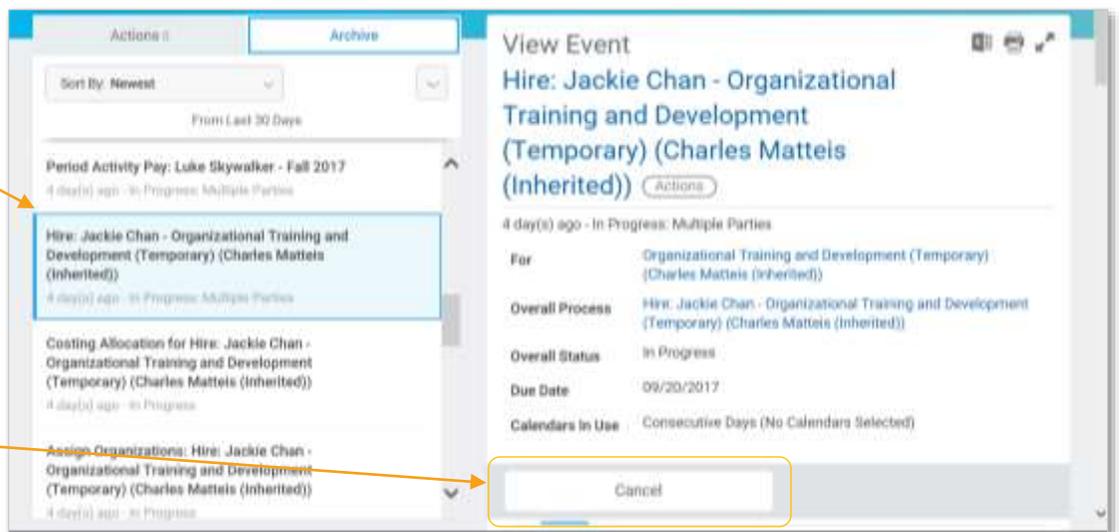
Click the “Archive” tab in the inbox



STEP 3

Click the business process you wish to cancel

Click cancel in the bottom of the right hand window



**STEP 4**

Use the scroll bar to scroll down until you see the comments box

Please **type** an explanation of why you are canceling

Click submit



Note: You can cancel most transactions in process. When canceling a "Hire," remember to choose the main process that starts with "Hire:" You cannot and do not need to cancel the sub-processes such as, "Costing Allocation for Hire:" Once you have canceled the "Hire" process and sub-processes will be automatically canceled.

**FINAL**

You will see canceled under the business process (bp)

