

# Process administration

## Cancel a process

Version 7.17



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PRODUCTS: ALL CREATIO PRODUCTS

If you need to stop a process, you can cancel it.

To **cancel a process instance**:


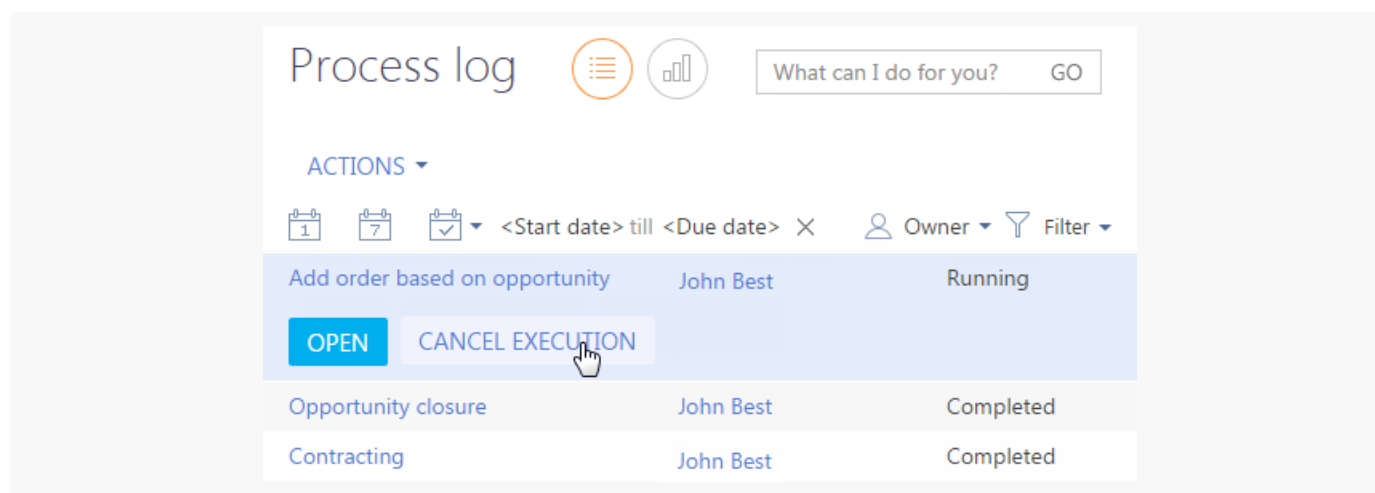
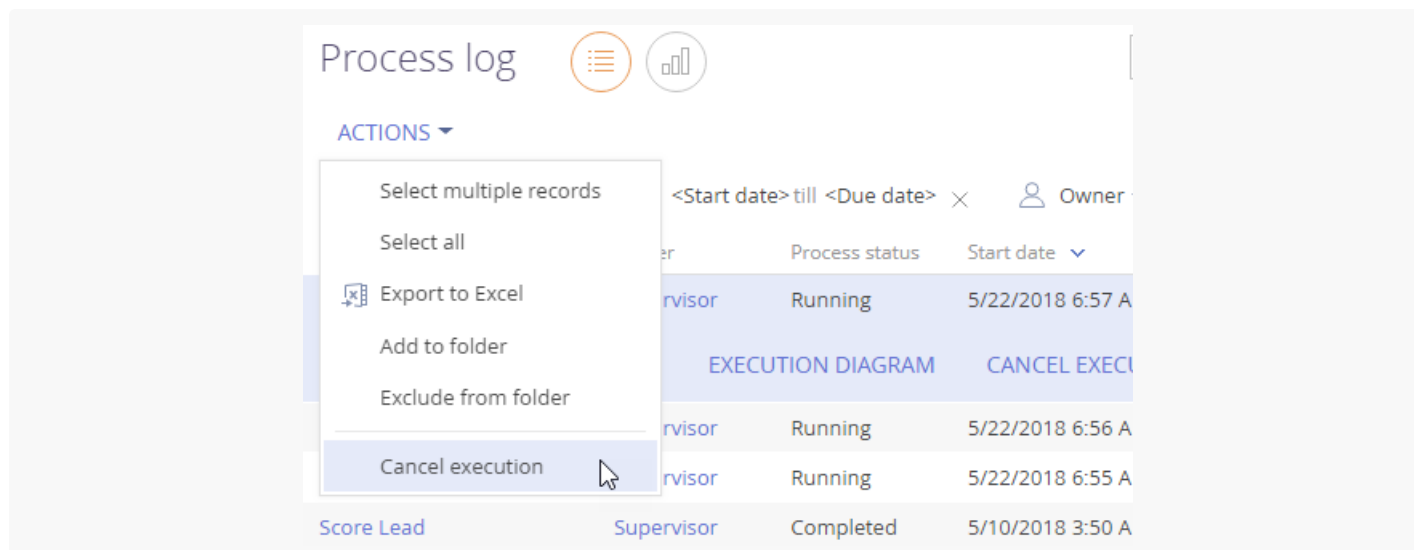
1. Click  to open the System Designer.
2. Under [ *Processes* ], click [ *Process log* ].
3. In the list of the process log, select a process instance that is in progress, and click the [ *Cancel process* ] button (Fig. 1).

Fig. 1 - Cancel running processes



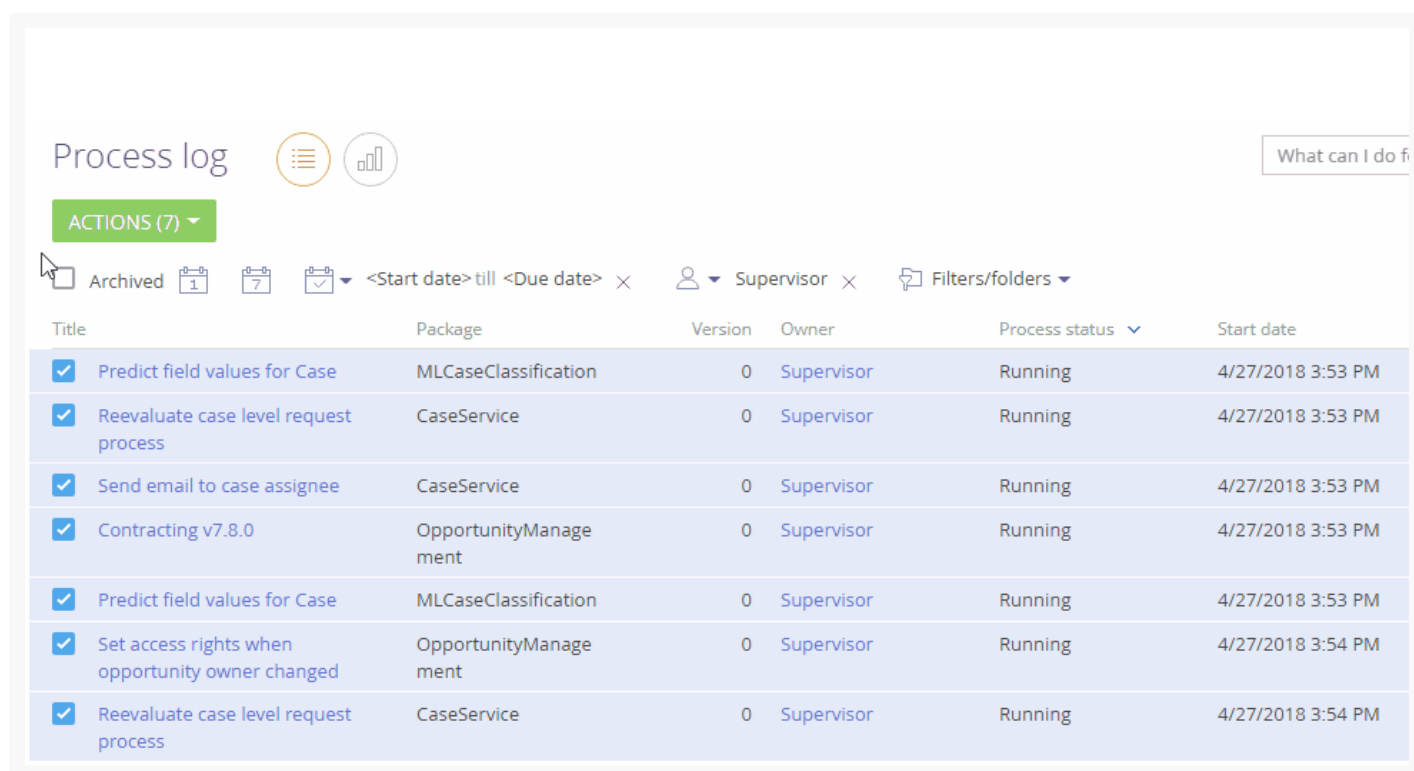
This will terminate the process forcibly. The state of the selected process instance changes to “Canceled.” Select the needed record in the process log list and run the [ *Cancel execution* ] action (Fig. 2) to cancel a business process instance.

Fig. 2 - [ *Cancel Execution* ] action on the process list toolbar



Use the [ *Select multiple records* ] command in the [ *Actions* ] menu **to cancel more than one record**. Select processes to cancel and perform the [ *Cancel Execution* ] action in the [ *Actions* ] menu (Fig. 3).

Fig. 3 – Canceling multiple business processes



**Note.** The [ *Cancel Execution* ] action is available to the users who have access to the “Cancel running processes” (“CanCancelProcess”) system operation to access.

Multiple process instances are canceled one by one. Upon running the [ *Cancel Execution* ] command, Creatio changes the status of all selected process instances to “Canceling.” As soon as a process instance is actually canceled, its status will change to “Canceled.”

