How to Cancel a Process

This job aid instructs staff on how to cancel a process in Campus Solutions.

1. From the Main Menu, navigate to: People Tools > Process Scheduler > Process Monitor.

2. If this is a reoccurring process, select the Green Circular Arrow ( ). If this is not a reoccurring process, skip the next two steps to step number 5.

3. Select the Stop button to stop all future recurrences of this process.

4. Then select the Return button.
5. Select the **Details** link in order to cancel this current process.

![Image of Details link](image1)

6. Select the **Cancel Request** option and then the **OK** button.

![Image of Cancel Request option](image2)

7. Select the **Refresh** button to see the run status update to Cancelled. At that point the process will not run.

![Image of Refresh button](image3)
8. The **Process Monitor** can also be accessed in all pages that run a process with a link usually next to the run button.

---

**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)