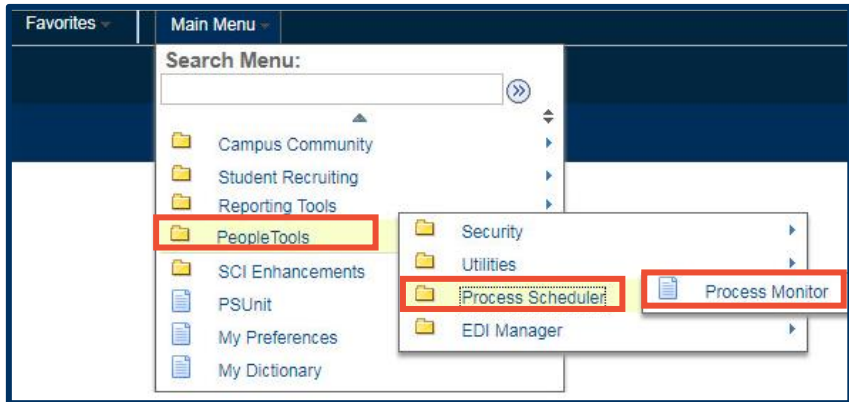



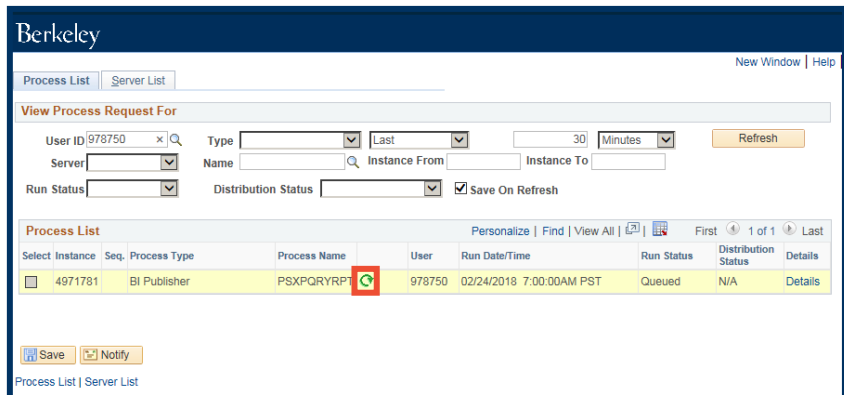
How to Cancel a Process

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**.



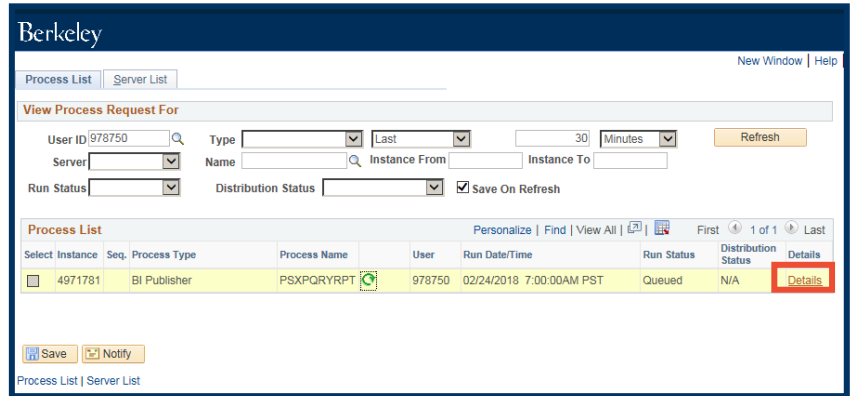
2. If this is a reoccurring process, select the **Green Circular Arrow** (). If this is not a reoccurring process, skip the next two steps to step number 5.



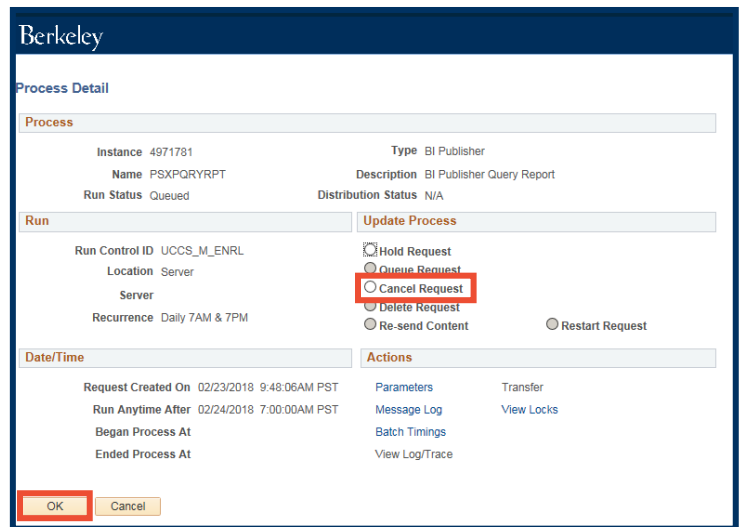
3. Select the **Stop** button to stop all future recurrences of this process.
4. Then select the **Return** button.



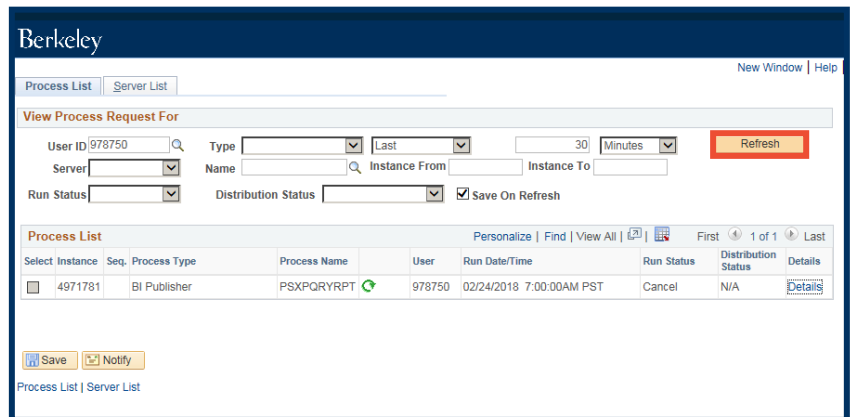
5. Select the **Details** link in order to cancel this current process.



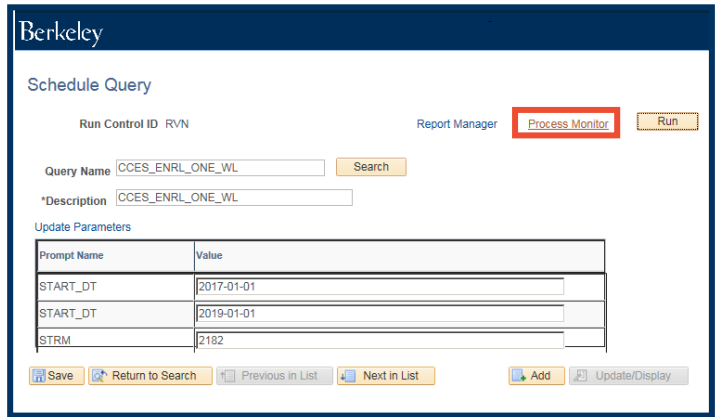
6. Select the **Cancel Request** option and then the **OK** button.



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



- 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
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>