## Aborting a running job in the In Process queue

A job that has the status **Running** can be aborted from the **In Process** queue, that is its processing can be stopped and cancelled. An aborted job is removed from the **In Process** queue, and added to the **Failed** queue (depending upon the status of the document in the JMF response after the abort). A job with the status **Queued** (waiting) cannot be aborted until it begins to process or print.

Note: An aborted job is not deleted from Workshop's Job Finder.

**Note:** When you abort a job, the abort process may fail if the job is not running when the request is sent to the server (because the status might have changed on the device).

- 1. In the **In Process** queue, select the job whose running process you would like to stop and cancel, and click (located in the top-right corner above the list of jobs in the queue), or right-click the job.
- 2. From the menu that appears, select **Abort**.
- 3. In the confirmation dialog box, click **OK**.

The job is removed from the **In Process** queue, and is added to the **Failed** queue. It is not deleted from Job Finder.