


# 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.