

Cancel a Job or a Task in ETMA

October 2018



Cancel a job or a task in ETMA

Overview

As a Project Manager, you may have created test jobs or jobs for quotation which have not been approved, and therefore would need to delete these jobs in ETMA.

Please note that there is no delete button in ETMA, but two different ways to cancel jobs. You may therefore:

- Deactivate jobs in ETMA
- Terminate tasks in ETMA

This document describes the step-by-step procedure in order to cancel job(s) using on of the 2 above mentioned methods.

Deactivate jobs in ETMA

If you need to cancel multiple jobs at once in ETMA, please ensure to use the **Deactivate Job** button:

- 1. Click the **Projects** tab at the bottom of the left navigation bar.
- 2. Ensure that the correct organization is selected in the drop-down menu.
- 3. Click on **Jobs** under this main menu. All active jobs will be displayed on the **Jobs** page.
- 4. Tick the checkbox in front of the jobs that you wish to cancel.
- 5. Click the **Deactivate Job** button available at the top of your screen.

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Selected jobs will be removed from the Jobs page and only available as grayed out under the Jobs menu. These will get archived off the system after a 45-day period. If you only need to deactivate one single job, you may also do so through the Job Details page:

1. On the **Job – Details** page, click the Edit button available at the top of your screen.

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2. You will get to the Job - Edit page, from where you will be able to click the Deactivate Job button available at the top of your screen.

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Terminate tasks in ETMA

As a Project Manager, if you only need to delete one file or one language pair on an active job, you should terminate these.

- 1. Click the **Projects** tab at the bottom of the left navigation bar.
- 2. Ensure that the correct organization is selected in the drop-down menu.
- 3. Click on Jobs under this main menu. All active jobs will be displayed on the Jobs page.
- 4. Click on the job name hyperlink from the **Name** column for the job you need to terminate tasks for.

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5. On the **Job – Details** page, click on the **Modify Step** button available at the top of your screen.

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- 6. On the **Modify Job** page, select Terminate stage from the drop-down menu for the task(s) and language pair(s) you wish to cancel.
- 7. Click the **Submit** button at the top of your screen to save your changes.

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<u>Note</u>: Any terminated tasks will remain active until the job that these belong to gets completed. However, they will no longer be included in reports or TMS packages.