



Cancel a Job or a Task in ETMA

October 2018



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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:

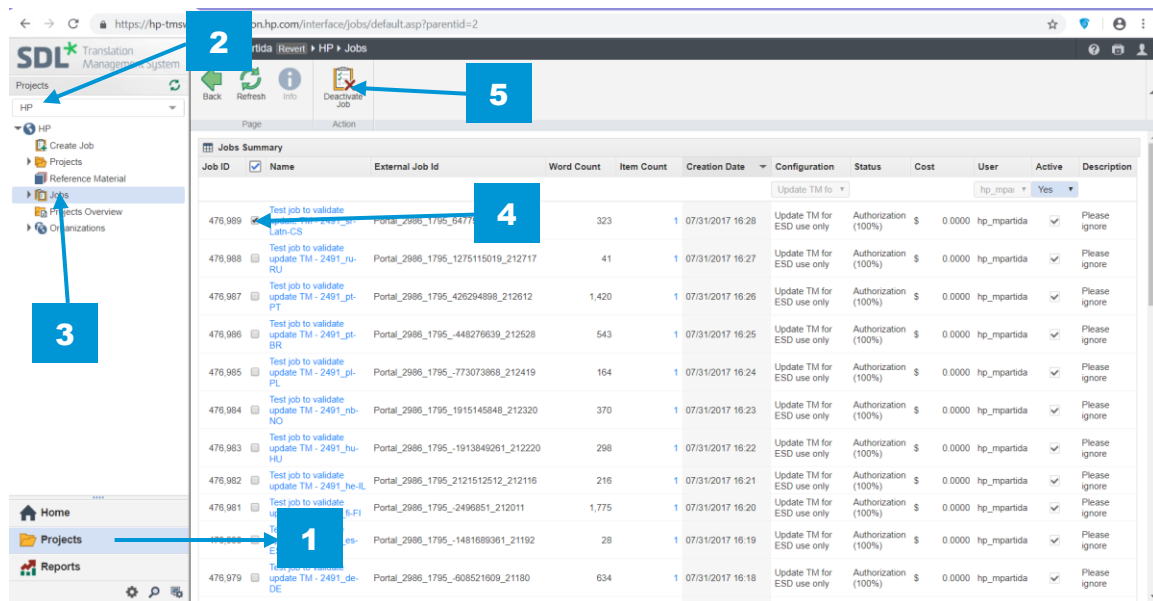
- Deactivate jobs in ETMA
- Terminate tasks in ETMA

This document describes the step-by-step procedure in order to cancel job(s) using one 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.



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.

Cancel a job or a task in ETMA

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.

The screenshot shows the SDL Translation Management System interface. The browser address bar displays the URL: <https://hp-tmsweb-pro.houston.hp.com/interface/jobs/job.asp?parentid=239&jobid=540755>. The page title is "GBS Test > Jobs > Testing - Details".

The left sidebar contains a navigation menu with the following items: Home, Inbox, Create Job, My Jobs, Project Daily Summary, My Downloads, and My Details. At the bottom of the sidebar are links for Home, Projects, and Reports.

The main content area is divided into two columns. The left column is titled "Job Summary" and contains the following information:

Name	Testing
Job ID	540755
Description	Do not translate
Creation Date	09/26/2018 10:32
Project	Testing
Created By	Laura Flores
Due Date	10/03/2018 10:28
Item Count	1
Company	HP Inc.
HP Stakeholder	-- Please enter the HP Stakeholder name --
PO Number	1
PO Number / Location Code	-- Please enter a PO Number or Location Code --
Reference Material	Job540755_JobSummaryReport.xls More... (2)
Add Costs	Edit Add Costs

The right column is titled "Current Job Settings" and contains the following information:

Name	GBS Test
Description	
Project Manager	
Client Contact	
TM Sequences	GBS Test TM Sequence II
File Types	Deprecated - DOCX
Workflows	GBS Test Workflow
Cost Models	HP:- Reporting Cost Matrix (6 bands)

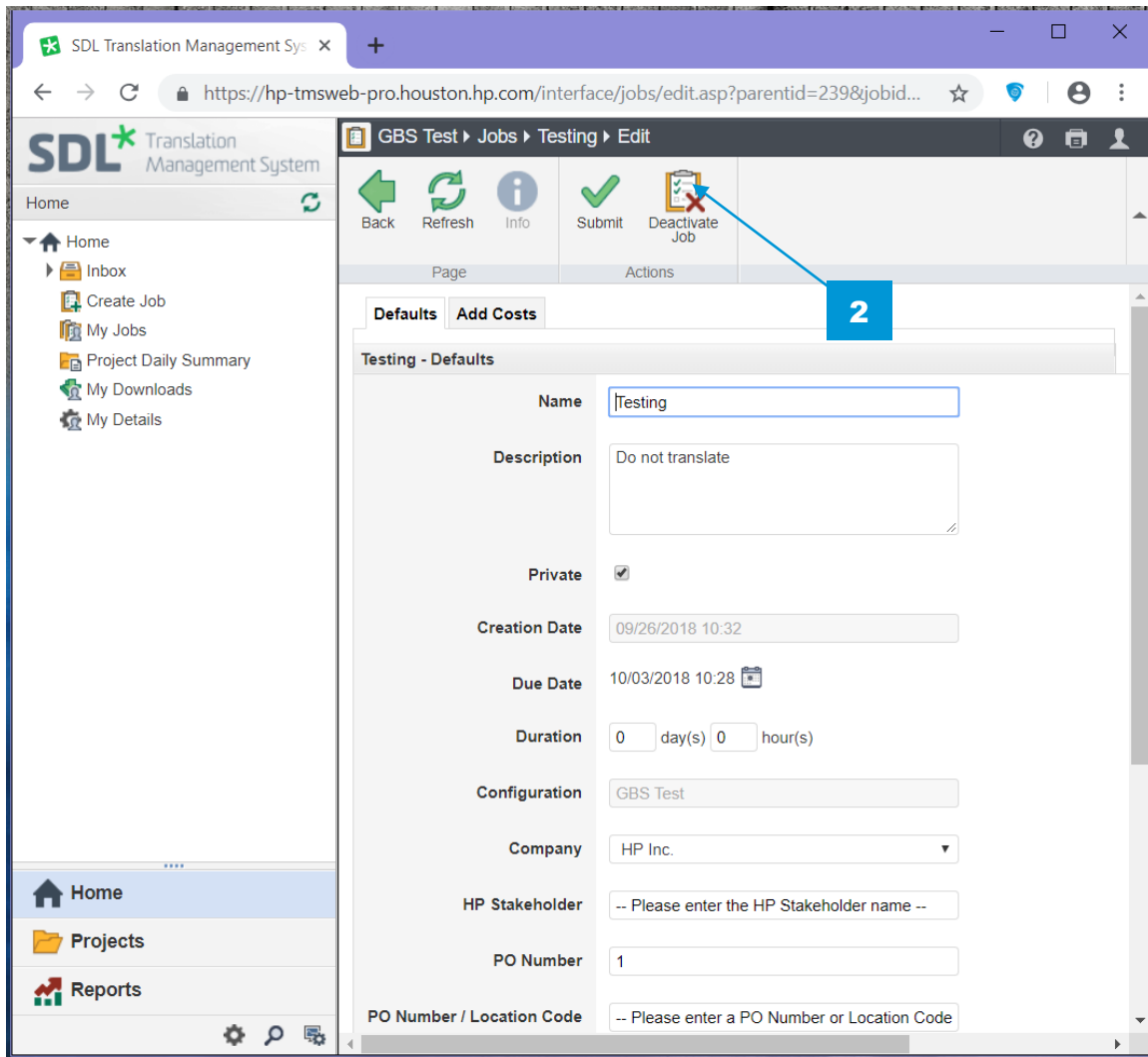
Below the "Current Job Settings" section is the "Job Cost" section, which includes a "Cost Variable" dropdown menu and a "T&L Uplift" field.

At the bottom of the page is the "Step Status" section, which contains a table with the following columns: Users Assigned, Language Pair, Workflow Step, and Status.

Users Assigned	Language Pair	Workflow Step	Status
Laura Flores	EN-US > ES	Authorization	In Progress

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.

Cancel a job or a task in ETMA



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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The screenshot shows the 'Jobs' page in the SDL Translation Management System. The sidebar on the left contains links for 'Home', 'Projects', and 'Reports'. The main content area displays a table of jobs. A blue arrow labeled '1' points to the 'Projects' link in the sidebar. Another blue arrow labeled '2' points to the 'Jobs' link in the sidebar. A third blue arrow labeled '3' points to the 'Test job to validate update TM - 2491_sr-Latin-Cs' job entry. A fourth blue arrow labeled '4' points to the 'External Job ID' column header.

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

The screenshot shows the 'Job Details' page for the 'GBS Test' job. The sidebar on the left contains links for 'Home', 'Projects', 'Reports', 'Setup', 'Search', and 'System'. The main content area displays the 'Job Summary' and 'Current Job Settings' for the 'GBS Test' job. A blue arrow labeled '1' points to the 'Modify Step' button in the top action bar.

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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The screenshot shows the SDL Translation Management System interface. On the left is a navigation menu with options: Home, Inbox, Create Job, My Jobs, Project Daily Summary, My Downloads, and My Details. Below this is a secondary menu with: Home, Projects, Reports, Setup, Search, and System. The main content area is titled 'Modify Step' and contains a table with columns: Task, Filename, Users Assigned, Word Count, Workflow, and Workflow Step. A single row is visible with the following data: Task ID 7,375,448, Filename 'Source for test.docx', User 'Laura Flores', Word Count 4, and Workflow 'GBS Test Workflow'. Above the table is a toolbar with buttons: Back, Refresh, Info, and Submit. A blue callout box with the number '7' points to the Submit button. To the right of the table, a dropdown menu for 'Workflow Step' is open, showing options: Authorization, Authorization, Translation, Client Review (HP), Translated Content Retrieval, Finished, and 'terminated'. A blue callout box with the number '6' points to the 'terminated' option.

Task	Filename	Users Assigned	Word Count	Workflow	Workflow Step
7,375,448	Source for test.docx	Laura Flores	4	GBS Test Workflow	terminated



Note: 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.