

Cancel one or multiple batch tasks

This feature allows you to cancel a single or multiple tasks in progress or pending, assigned to one or many users. To do so, you must have the superuser role.

STEP 1

To cancel a task from the **Compliance ->Task management** menu, search for the task name or select the form associated with the task from the list of forms.

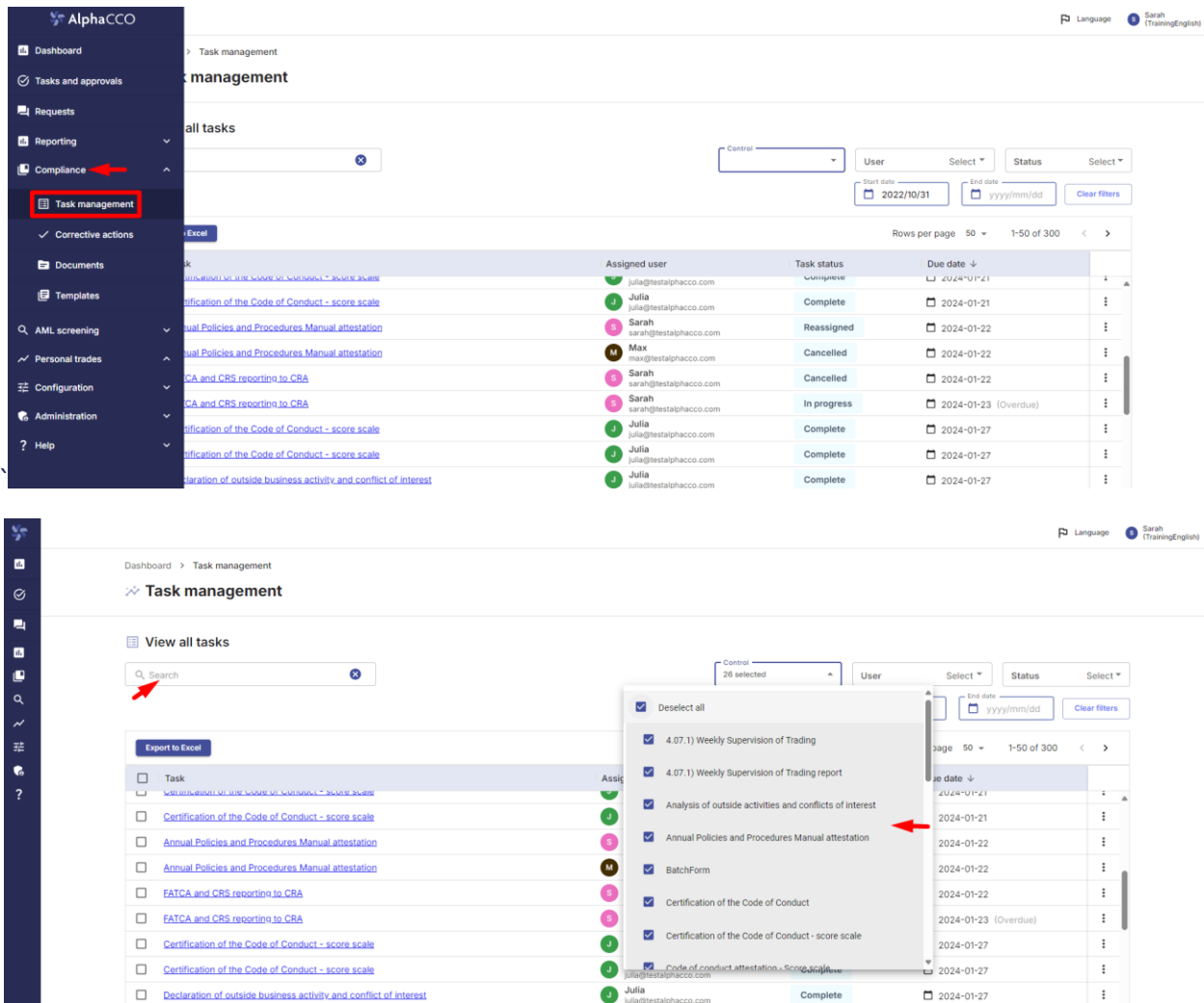


Figure 1 and 2: Task search page

STEP 2

Use the Status filter to filter tasks with **pending** or **in progress** status.

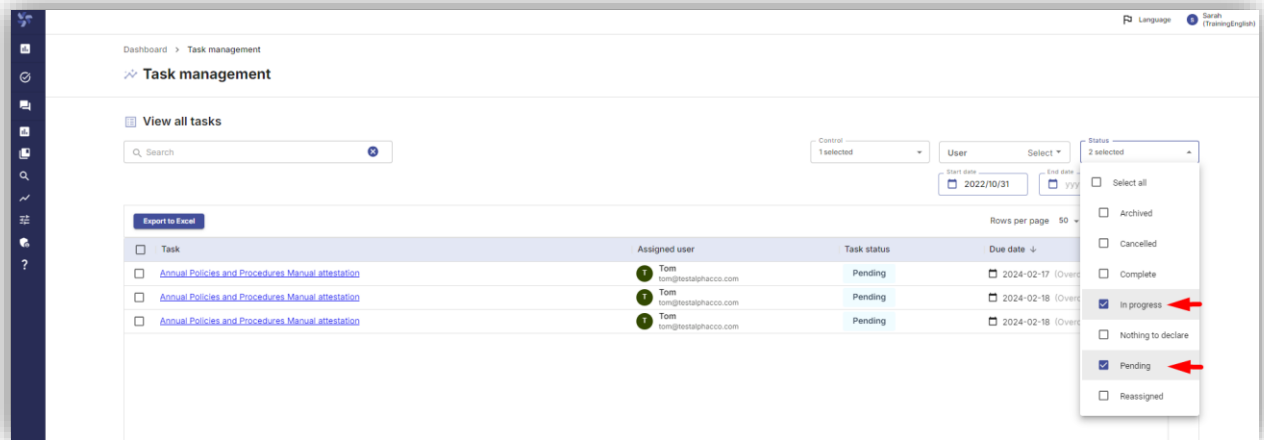
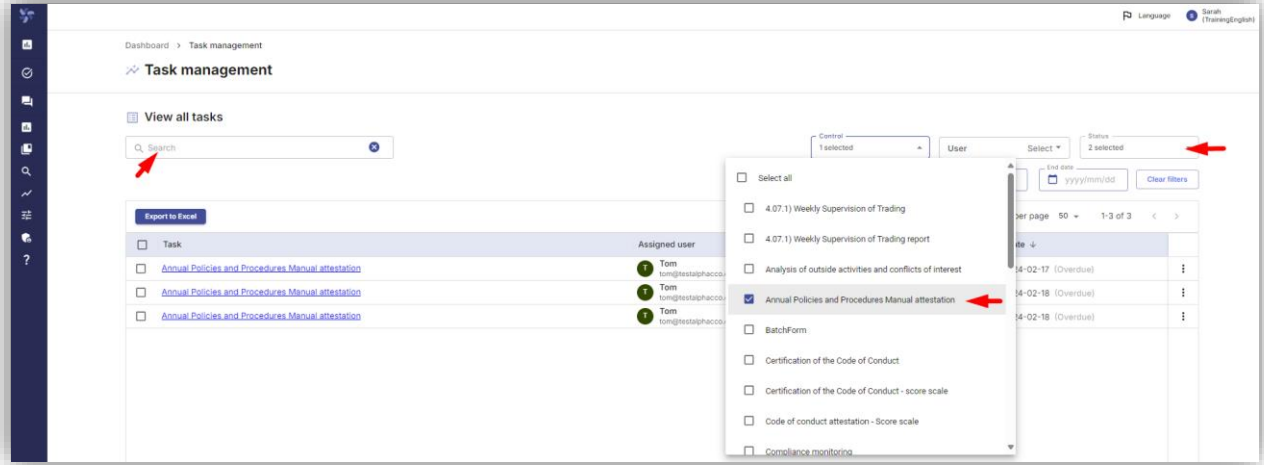


Figure 3 and 4: Task search page with filters

STEP 3

Single task cancellation

Select the task to be cancelled, then click on the **Status** button. Select **Cancelled**, then give the reason for cancellation and click on **Change status**.

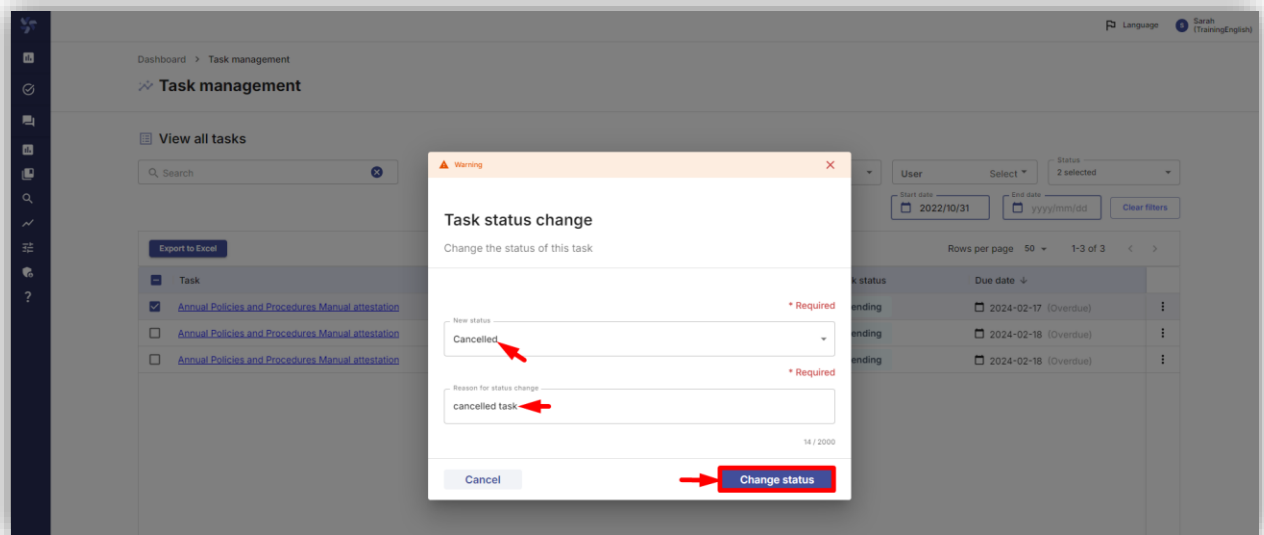
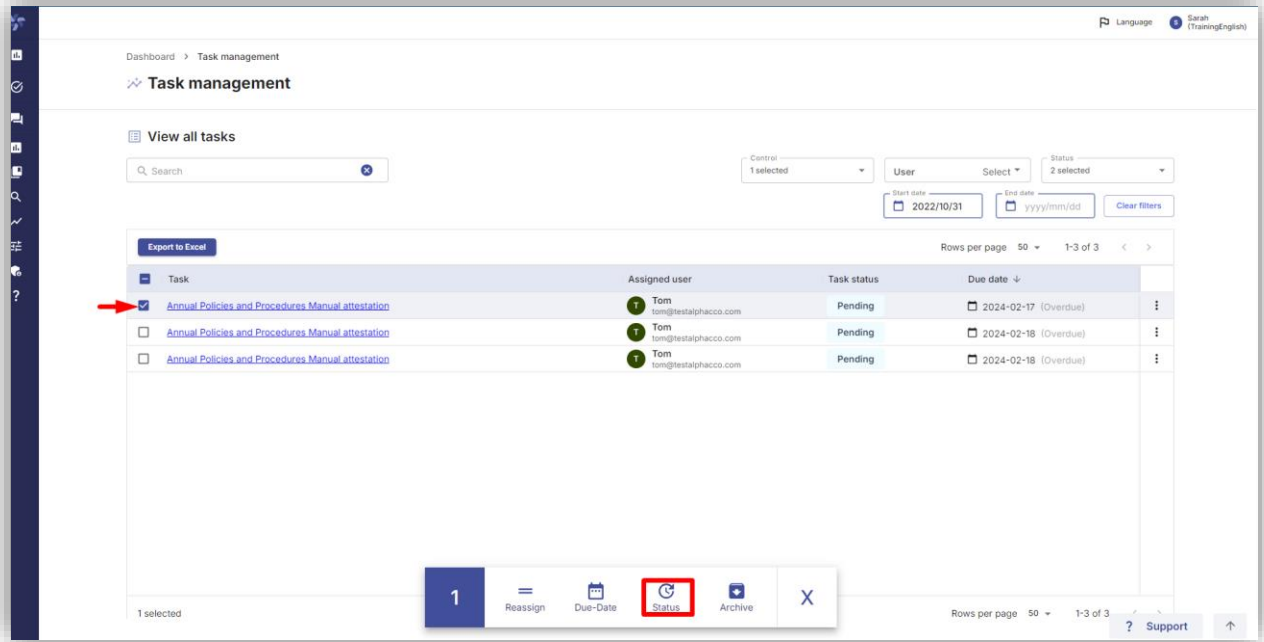


Figure 5 and 6: Single task cancellation page.

The selected task is now cancelled.

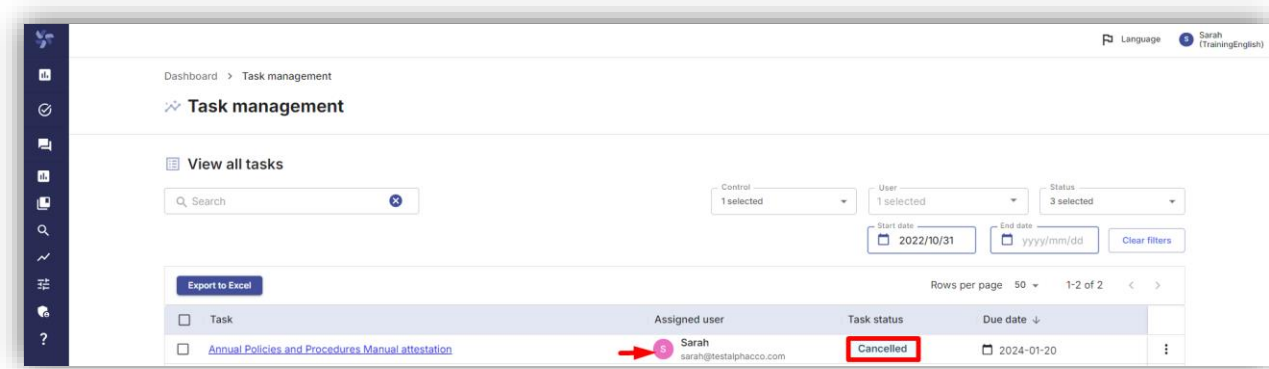


Figure 7: Page of a cancelled task.

STEP 4

Batch cancellation of multiple tasks

Select the tasks to be cancelled from the same form, then click on the **Status** button. Select **Cancelled**, then give the reason for cancellation and click on **Change status**.

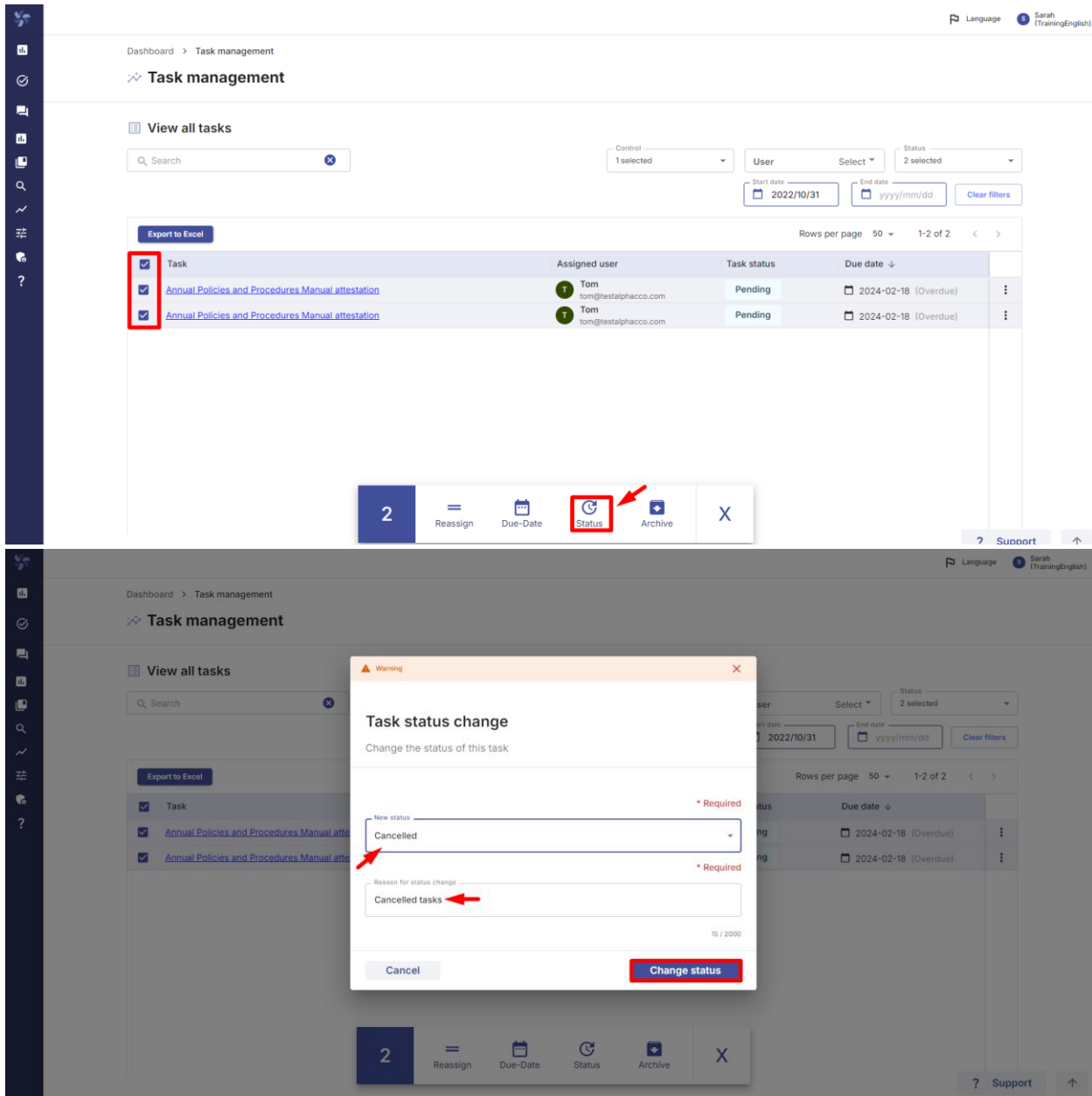


Figure 8 and 9: Batch task cancellation page.

The selected tasks are now cancelled

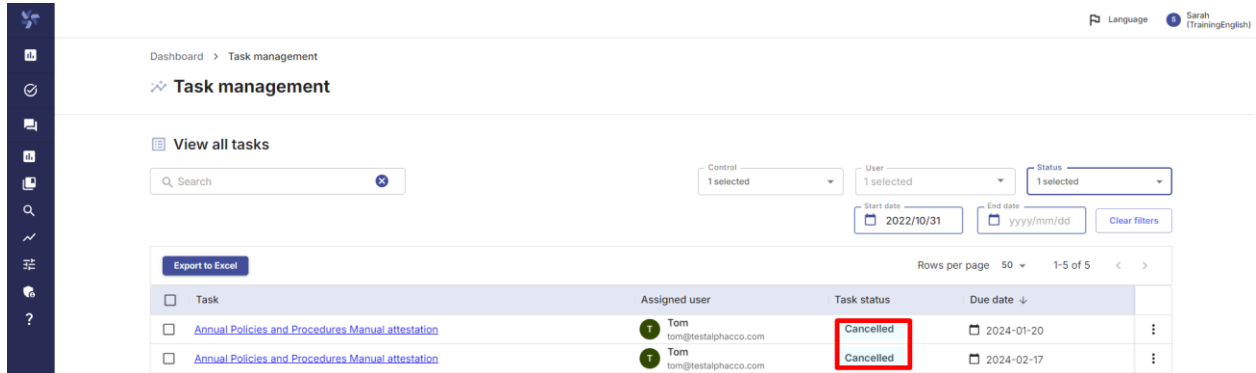


Figure 10: Batch cancelled tasks page.

NOTES

Please note that this document is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.