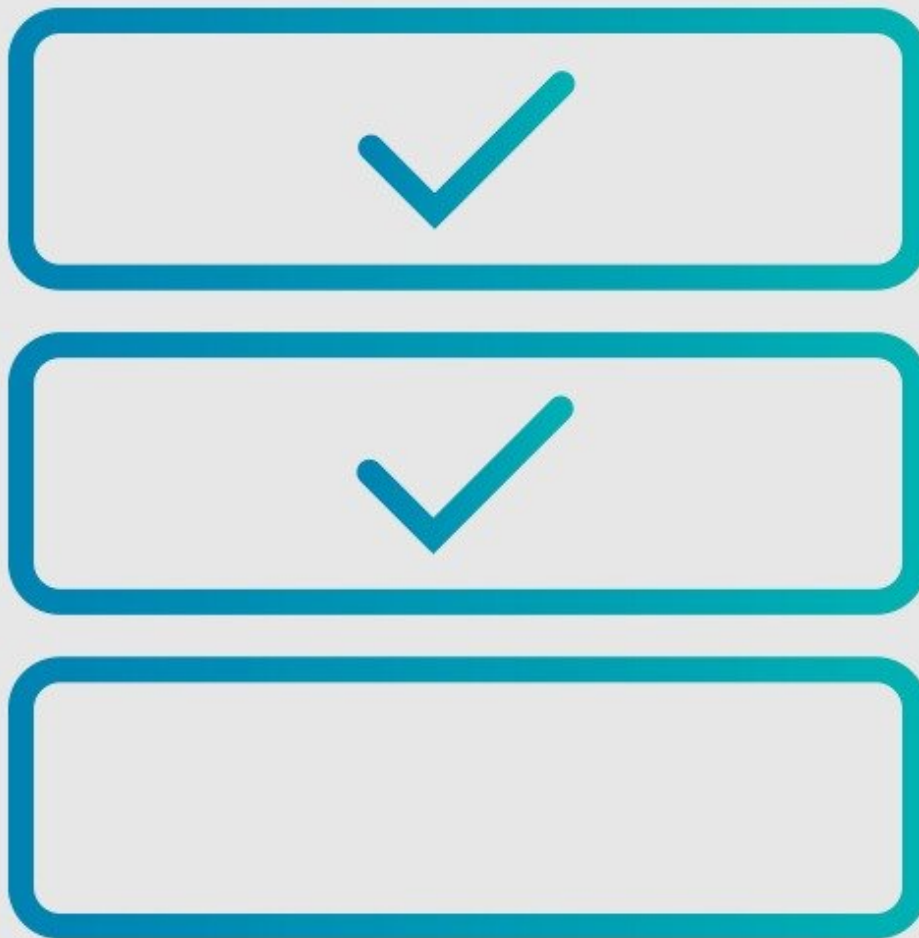




# How to Cancel a Pending Release

This guide demonstrates how to cancel a pending release on your Dozuki site.

Written By: Martin Lewis



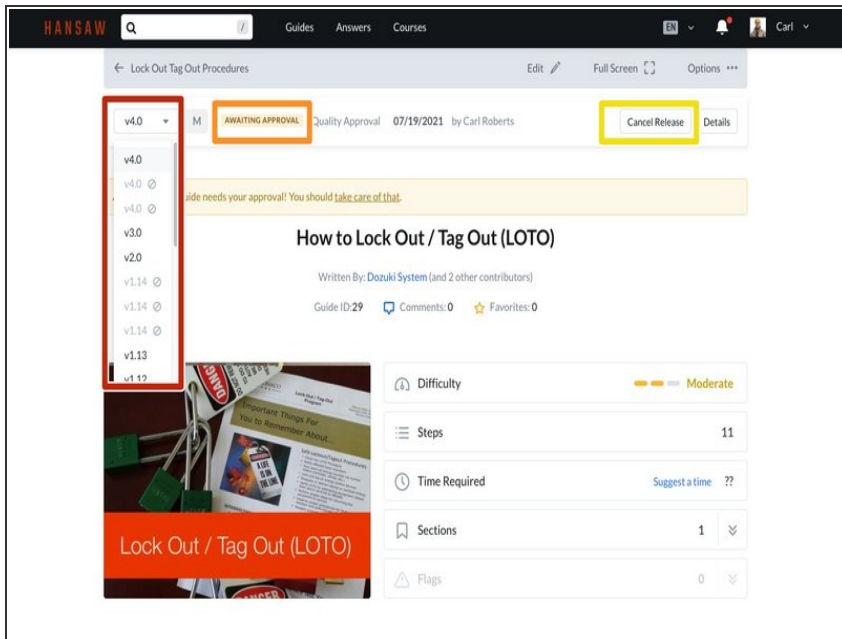
## INTRODUCTION

This guide demonstrates how to cancel a pending release on your Dozuki site.

## Requirements

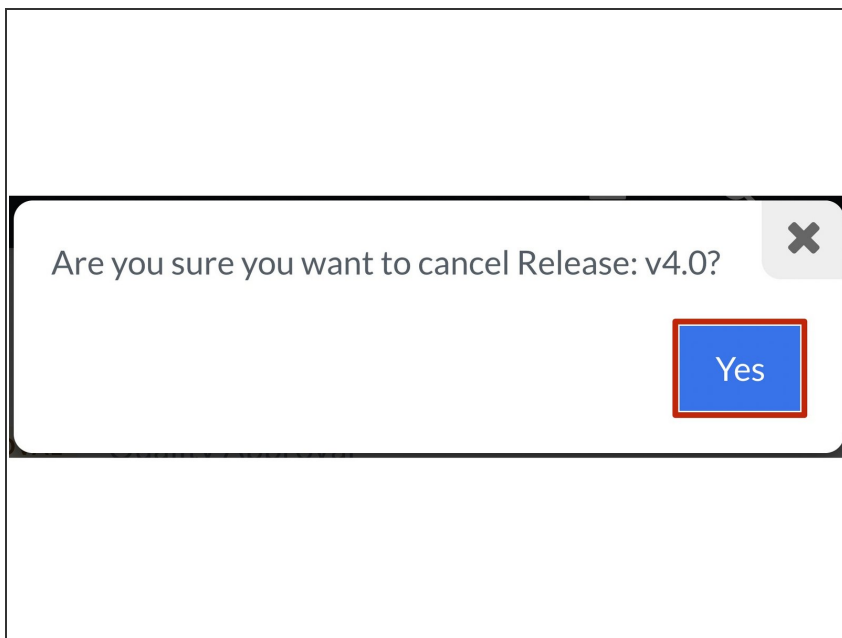
- Approval Processes can only be applied to guides, wikis, or category pages if you have the [Version Control](#) features activated on your Dozuki site. Contact [support@dozuki.com](mailto:support@dozuki.com) to request for these features to be activated.
- Only **Site Administrators** have permission to view, create, edit, and assign Approval Processes.

## Step 1 — Select the Pending Release



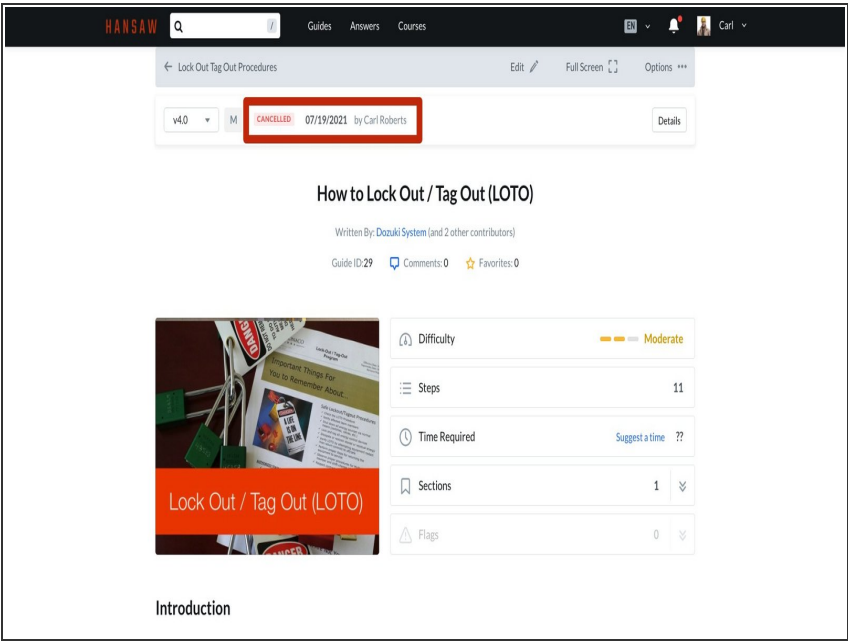
- Open the guide, wiki, or category page that has a pending release.
- In the upper-left of the page, click on the release version drop-down menu and select the guide number for the pending release.
- The **Awaiting Approval** status will appear next to the release number.
- Click on the the **Cancel Release** button on the right side of the approval banner.

## Step 2 — Confirm the Release Cancellation



- A confirmation modal will open at the top of the screen. It asks if you are sure that you want to cancel the pending release.
- If you are sure that you want to cancel the pending release, click **Yes**.

### Step 3 — Verify the Release Cancellation



- The word **Cancelled**, the cancellation date, and your name will appear in the upper-left of the guide, wiki, or category page.