SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

September 24, 2024
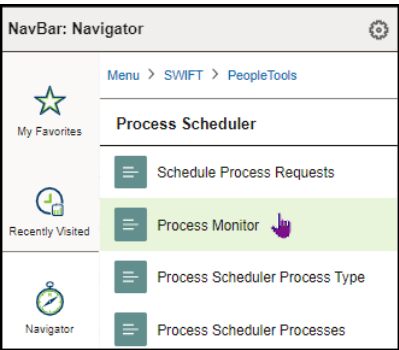
Hold, Stop, or Restart a Scheduled Recurring Query

Once you have scheduled a recurring query or report, you can stop or hold (pause) them, for example, when on a much-needed vacation. You can also restart the recurring schedule.

Step 1: Navigate to the Process Monitor.

1. Select the **NavBar** icon. It looks like a compass and is in the upper-right hand corner of SWIFT.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, PeopleTools, Process Scheduler, Process Monitor

2. Select **Process Monitor**.

Step 2. Select the Recurrence icon in the Process List section.

Note: You may need to expand the length of time for which the Process Monitor shows requests.

Step 3. Choose Hold, Stop, or Restart buttons, depending on your need. Active buttons depend on the status of the request.

Recurring Process/Job

Process Name	PSQUERY	Process Type	Application Engine
Recurrence Name:	MONTHLY_ON_FIRST		

Hold	To suspend initiating and recurring the current queued request.
Stop	To halt the current request from recurring a new request
Restart	To resume activity for the last request based on the last action selected

Request List

Instance	Run Status	Run Date/Time	Request Date/Time
44856580	Queued	03/01/2024 5:00:00AM CST	02/12/2024 4:24:59PM CST