

Disable an automation

Stop scheduled runs while keeping configuration and history, then verify the saved state before leaving detail.

4 min · Available; re-enabling requires a plan slot · 2026-09-21

Before you begin

- ✓ Open Workflows with the Manage automations permission.
- ✓ Check the workflow name and consider scheduled publications before disabling it.

1

STEP 1 OF 4 · 1 MIN

Find the active workflow

Open Workflows. Active rows have their switch on; use Active to narrow a longer list.

Select the row to open detail. Working from detail reduces the chance of changing the wrong workflow because it shows cadence, channels, next run, and latest outcome.

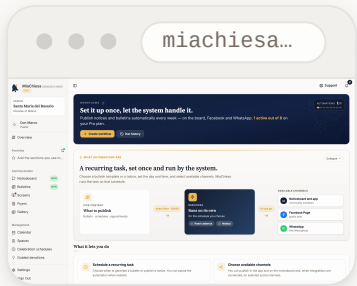


Fig. 1 Bollettino settimanale is active; the capture has not changed its switch.

2

STEP 2 OF 4 · 1 MIN

Check before disabling

The detail screen currently keeps its Italian labels. Check Stato, Prossima, and the channels below the title. Open Programmazione for the next time or Esecuzioni for the latest run when needed.

The top switch is labelled Disattiva automazione while active. Esegui ora is separate and publishes immediately; do not use it to pause the workflow.

Under Programmazione, use Salta la prossima esecuzione. The workflow stays active and resumes from the next calculated date.

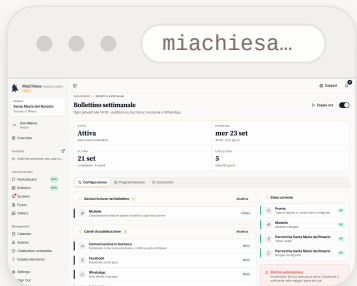


Fig. 2 Detail shows Stato Attiva and the next run before disabling.

3

STEP 3 OF 4 · 1 MIN

Disable the workflow

Select Disattiva automazione. The change is saved immediately and MiaChiesa shows the localized Automation disabled toast; there is no second confirmation step.

The detail state becomes the Italian Disattivata and no next scheduled run is displayed. The dispatcher selects only enabled workflows, so scheduled runs stop.

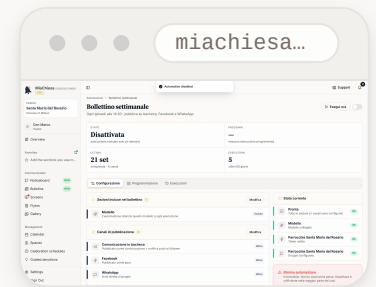


Fig. 3 Disabling has been saved in the demo fixture. No workflow run was started.

4

STEP 4 OF 4 · 1 MIN

Keep or re-enable it

Configuration and history remain available. Detail keeps Esegui ora for a manual on-demand run even while disabled; use it only when you intend to generate and publish immediately.

To resume scheduling, select Attiva automazione. MiaChiesa computes a future next run from the saved cadence; re-enabling can fail when all active workflow slots in the plan are occupied. In that case, free a slot or change plan before trying again.

Disabling keeps history

Elimina automazione is irreversible and removes history too. Use the state switch for a pause.

What you have achieved

- ✓ The workflow shows Disattivata and is excluded from scheduled runs.
- ✓ Configuration and history remain available for a future reactivation.