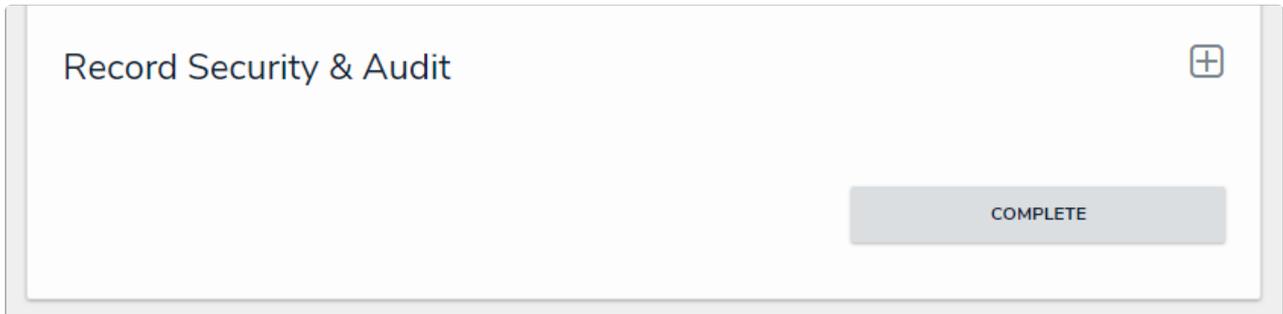


Close an Activity

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If an activity's tasks are complete or it requires no further review, it can be closed. To do so, navigate to **Command Center > Open Activities**. Open the activity, scroll to the bottom of the form, then click **Complete**.



The Complete button at the bottom of a form. Clicking this button will close the activity.

Once an activity is closed, it is no longer accessible from the **Open Activities** tab, but it can be viewed in the [Completed Activities List](#) report. Note that if a user clicks **Complete** while the activity still has incidents attached to it, it will be moved to the **Escalated to Incident** state.