

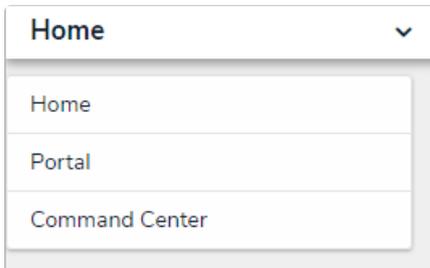
View Completed Activities

Last Modified on 02/19/2021 4:11 pm EST

Activities that have been completed or escalated to incidents will no longer be visible in the **Open Activities** tab, though they can still be reviewed. By making use of the **Completed Activity List** report, users can view the details of any activity that has been marked as complete, or escalated to an incident.

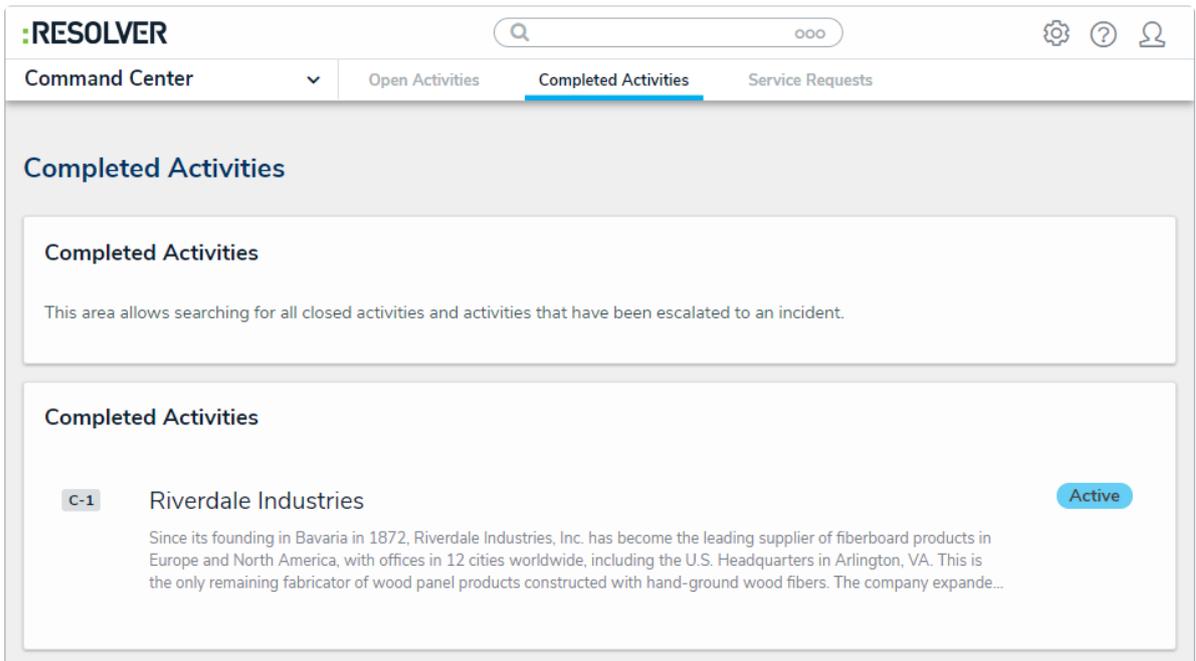
To view completed or escalated activities:

1. Click the dropdown menu at the top-left of the page > **Command Center**.



The Command Center application selection.

2. Click the **Completed Activities** tab.



The Completed Activities tab.

3. Click the desired organization under the **Completed Activities** section to bring up the **Completed Activity List** report for that organization. If you're viewing the report for the first time, you will need to enter your report filters.

CC - Completed Activity List

Your report must be filtered prior to launch. To do so, please fill in all required filters and then click 'Run Report'.

Priority - Activity

Select one... ▼

Reported Date/Time - Activity Required

📅 FROM ▼ 📅 TO ▼

Assigned Date/Time - Activity

📅 FROM ▼ 📅 TO ▼

Activity

Select one... ▼

CANCEL **RUN REPORT**

The Completed Activity List report's Filter Select screen.

4. **Optional:** Select a priority from the **Priority** dropdown list.
5. Select a date range in the **Reported Date/Time From** and **Reported Date/Time To** fields.
6. **Optional:** Select a date range in the **Assigned Date/Time From** and **Assigned Date/Time To** fields.
7. **Optional:** Select a workflow state from the **Activity** dropdown list.
8. Click **Run Report**.

CC - Completed Activity List

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Last Updated: Feb 11, 2021 3:39 PM

C-1 Riverdale Industries

🔍 Search Table...

Priority	Activity Name	Activity Type	Assigned Date/Time	Reported Date/Time	Involved Location(s)	Activity State
● Low	ACT-20210211-8 EB	EB - Dangerous Condition	2021-02-11 14:54	2021-02-11 14:52		● Closed - Complete
● High	ACT-20210203-7 Fire/Explosi	Fire/Explosi - Emergency Response Fire/Explosion	2021-02-04 12:01	2021-02-04 12:00	Reported Location: Headquarters - Riverdale Industries -	● Closed - Complete
● Low	ACT-20210203-6 GA	GA - General Assistance Vehicle Lock out	2021-02-03 11:55	2021-02-03 11:54		● Closed - Complete

The Completed Activity List report.

9. **Optional:** Click an activity to view further details.
10. **Optional:** To change the displayed results, click the 🔍 icon, repeat steps 4 through 7, then click **Apply Filter**.