COVID Employee Exposure Tracking

Closing an Investigation

FIRST DEACTIVATE THE EXPOSURE EVENT

1. Click **Add/Deactivate an Exposure Event**
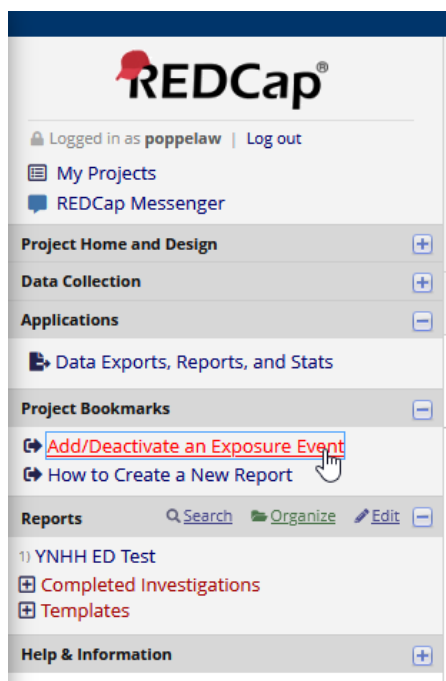
2. Select **Deactivate an existing event** and select the event you'd like to close from the dropdown. **Click Submit.**

THEN DEACTIVATE THE EVENT'S REPORT

3. Click Organize in the **Reports** section of the project
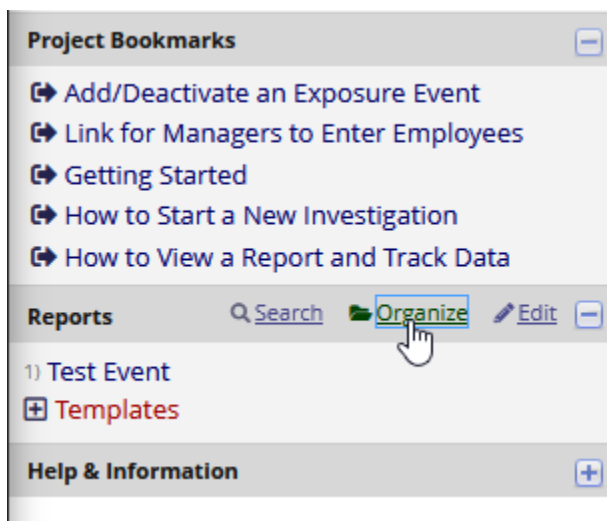
4. Select Completed Investigations in the **Select a folder** dropdown

5. Find the report you want to deactivate and check the box.

6. Click **Close** and you're done!