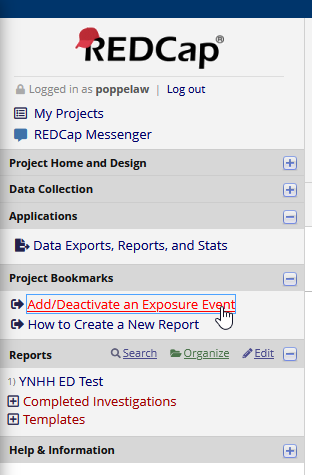
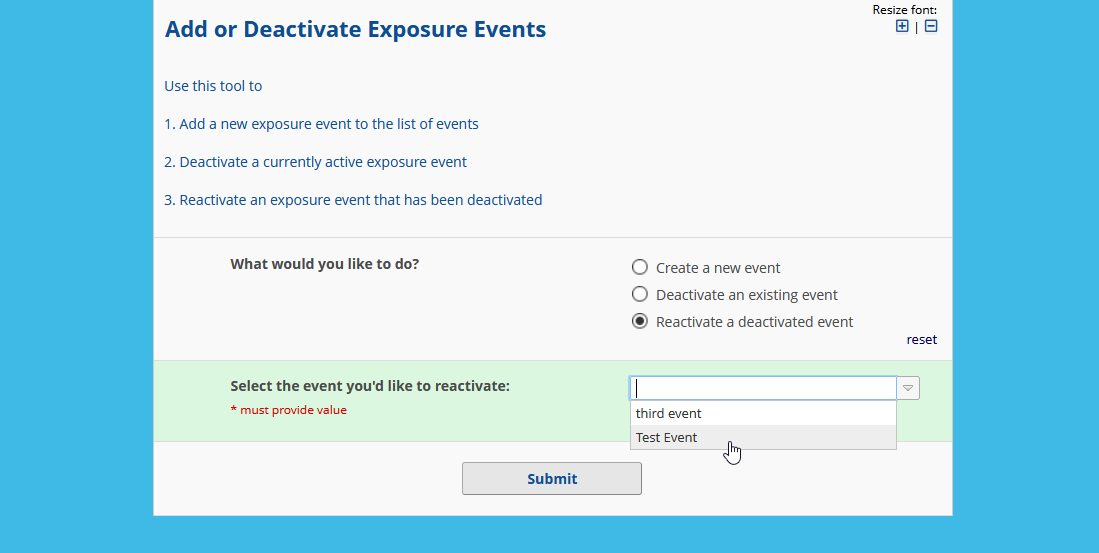
REDCap logo 

COVID Employee Exposure Tracking

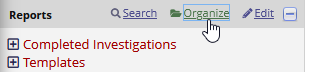
**Reactivating a Closed Investigation**

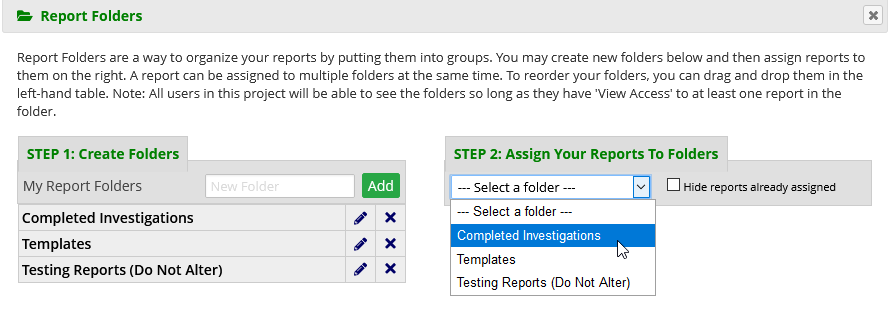
**FIRST REACTIVATE THE EXPOSURE EVENT**

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

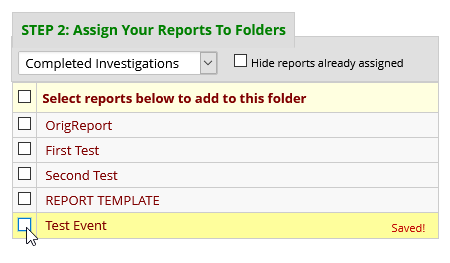
****

**THEN REACTIVATE THE EVENT’S REPORT**

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



1. Find the report you want to reactivate and check the box.



1. Click **Close** and you’re done!

