# Closing a ticket

This topic provides information on how to close a Jira ticket. When you completed a task, you must change the status to done/close so that your teammates know that work is completed.

**Prerequisites**

* Jira application
* Valid login credentials.
* Jira Ticket Number

**To close,**

1. Launch your web browser and navigate to the Jira software website.
2. Log in to your Jira software account using your credentials.
3. On the top pane, click **Your Work.**

A window appears with the following three tabs:

**Assign to me**

**Recent**

**Board**

1. Click **Assigned to me.**

A task list is displayed.

1. Perform One of the following options:  
   - Click the task to which you want to change the status.

A task page appears.

Or

- On the right pane, enter the task number in **Search** field and then press enter.

Your task page appears.

1. On the right pane, click status and then change the status to Done/Close.
2. You have successfully changed the status to Done/Close.

**Note**: You can add comments regarding the project workflow.