

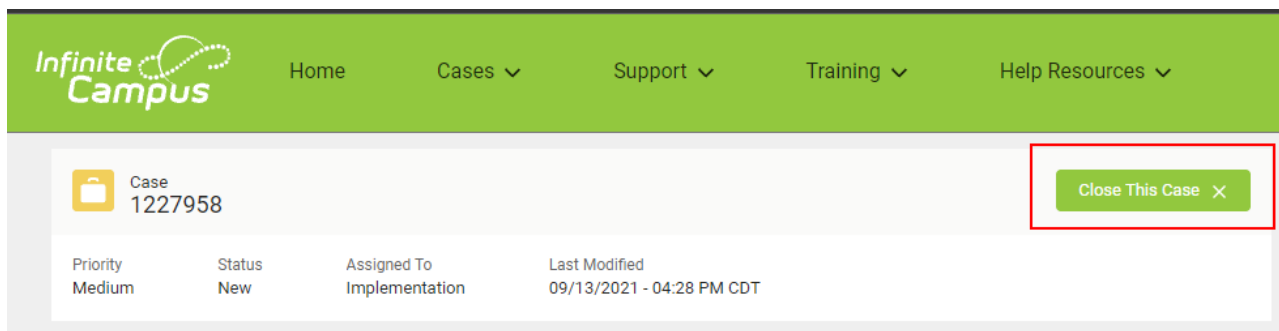
# Closing and Re-opening Cases

Last Modified on 10/22/2022 10:46 am CDT

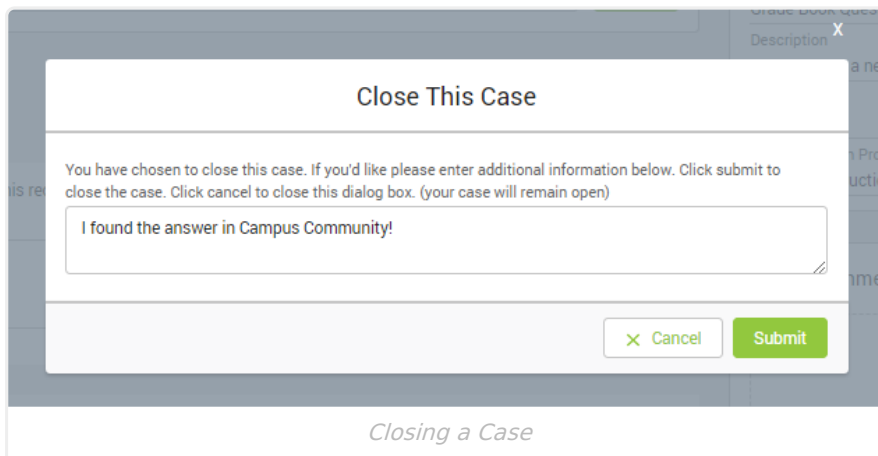
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## Closing Cases

If a case is complete or no longer requires a response from Campus, click the **Close This Case** button when viewing a particular case's details.



When closing a case, a dialog box will display. Here, you may optionally choose to enter a reason for closing the case and click **Submit**. The case status will be updated to **Closed** and the Resolution field on the Case Details will be updated with the information entered into the Close this Case dialog box.



## Re-Opening Closed Cases

If a closed case requires further assistance from Campus, re-open the case using the **Re-Open Case** button on the case details screen.

Case

██████████

Re-Open Case

Priority	Status	Assigned To	Last Modified
Medium	Closed	Support	12/18/2018 - 2:37 PM CST

*Re-Open Case*

Re-opening the case will set the case status to **Re-Opened** and will notify Campus.

Case

██████████

Close This Case ×

Priority	Status	Assigned To	Last Modified
Medium	Re-Opened	Support	12/18/2018 - 2:44 PM CST

*Viewing a Re-opened Case*

Cases that have been closed for 60 days or longer cannot be re-opened. A **New Case** button is available at the top of the screen. Clicking this will redirect you to the home screen where a new case can be started.

Home
Cases ▾
Support ▾
Training ▾
Help Resources ▾

Case

1211058

New Case

Priority	Status	Assigned To	Last Modified
Critical	Closed	██████████	09/09/2020 - 03:28 PM CDT