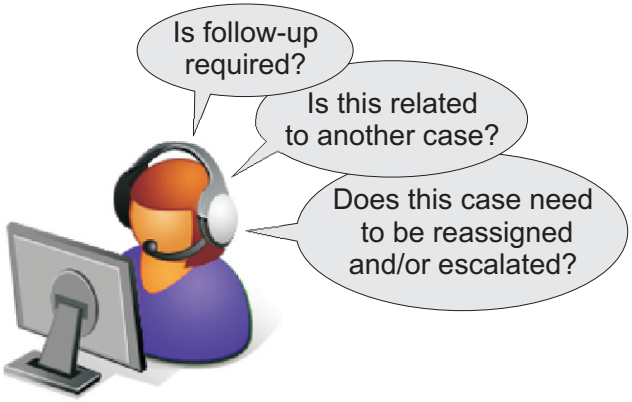
FOLLOW-UP & CLOSE



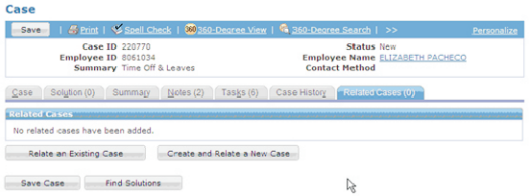
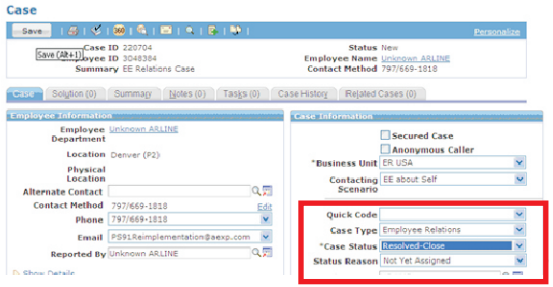
Is follow-up required?

Add tasks:
- 1-off tasks
- Prebuilt lists

A. Search for and add related cases

B. Complete case profile

C. Save & close

**Once a case is closed it cannot be reopened!*

Ongoing Management