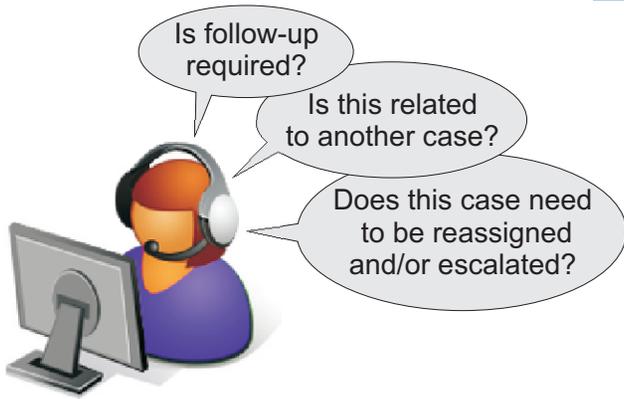


FOLLOW-UP & CLOSE



Add tasks:
• 1-off tasks
• Prebuilt lists

Is follow-up required?

- 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

Case

Case ID: 220770 Employee ID: 8061034 Summary: Time Off & Leaves Status: New Employee Name: ELIZABETH PACHEGO Contact Method

Related Cases

No related cases have been added.

Relate an Existing Case Create and Relate a New Case

Save Case Find Solutions

Case

Case ID: 220704 Employee ID: 8049384 Summary: EE Relations Case Status: New Employee Name: Unknown ARLINE Contact Method: 797/669-1818

Employee Information

Employee: Unknown ARLINE Department: Location: Denver (P2) Physical Location: Alternate Contact: 797/669-1818 Contact Method: 797/669-1818 Phone: Email: PPS1.Reimplementation@aexp.com Reported By: Unknown ARLINE

Case Information

Secured Case Anonymous Caller

*Business Unit: ER USA Contacting Scenario: EE about Self

Quick Code: Case Type: Employee Relations *Case Status: Resolved-Close Status Reason: Not Yet Assigned