# Step 6: Close or Reopen Case(s)

**Individual Case**

Unit Administrators and Case Managers can Close Case(s) in Interfolio Review, Promotion & Tenure (RPT) from either the case list or the individual case page of a candidate. When a case reaches the final step, a Close Case button will appear on the Case page. After closing the case a final status or decision will need to be applied to the case. It is also possible to select Close a Case from the More Options menu at the top right of the Case.
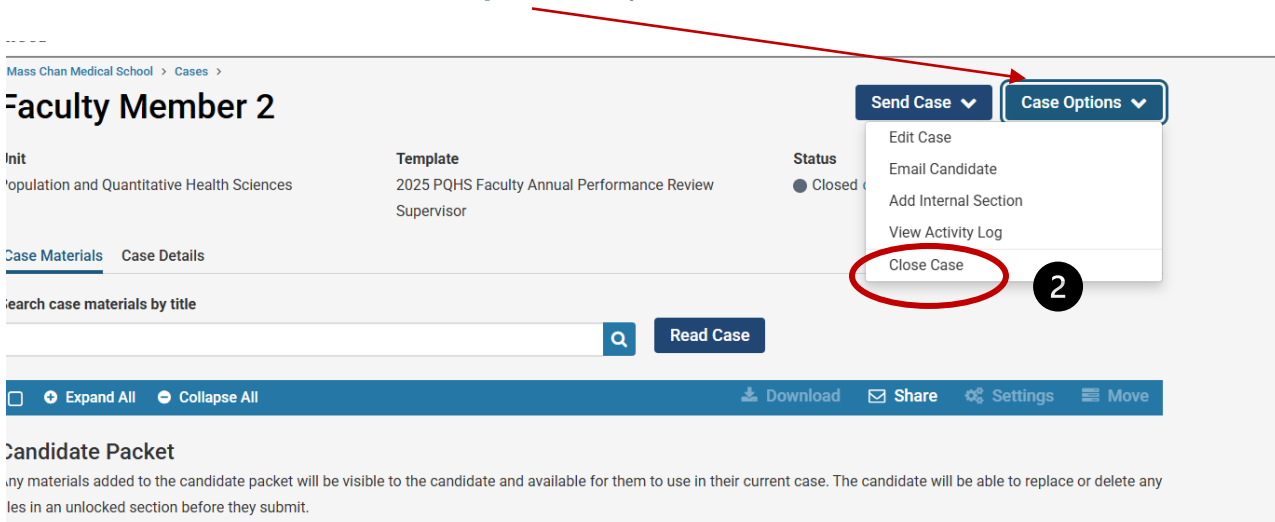
**Bulk**

From the case list, unit administrators or case managers can close more than one case at a time if the cases share the same final status or the same final status is desired to be assigned. **Note** that faculty members can still view/access closed cases.
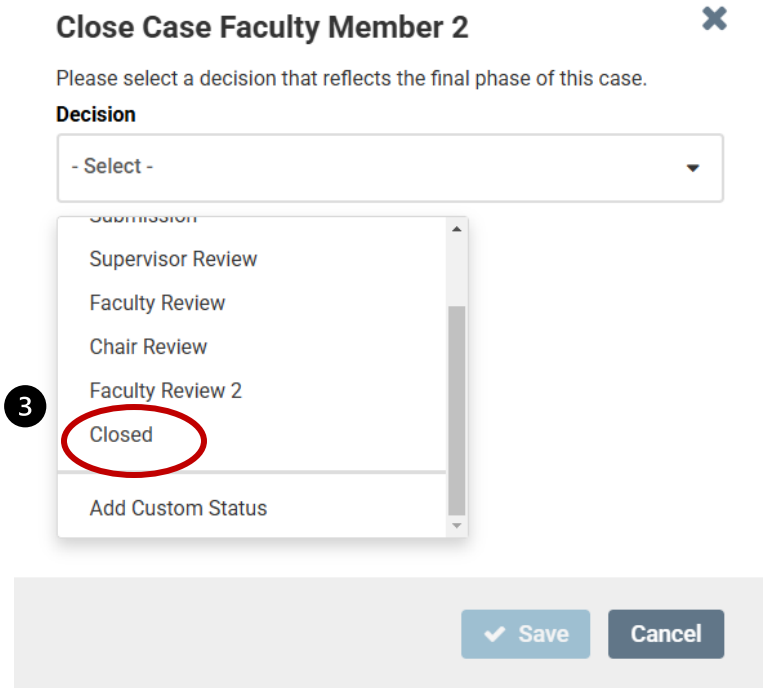
## Individual Case

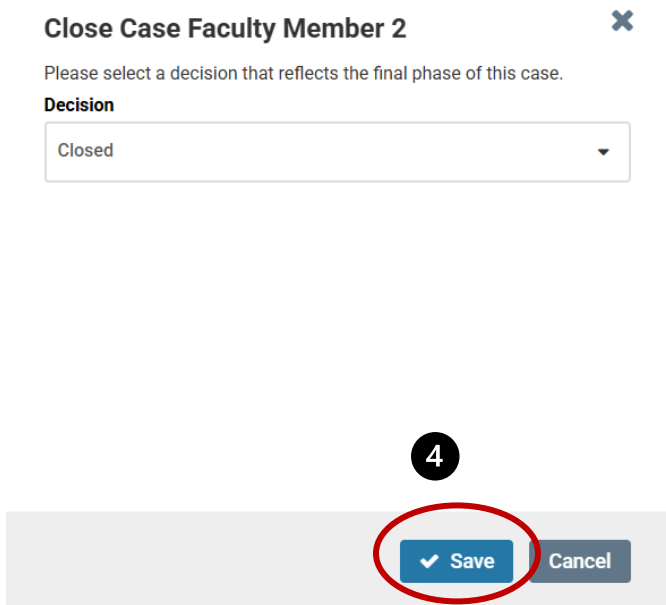1. Navigate to the **Cases** page and click the **hyperlinked Name** of the applicable faculty member's case.
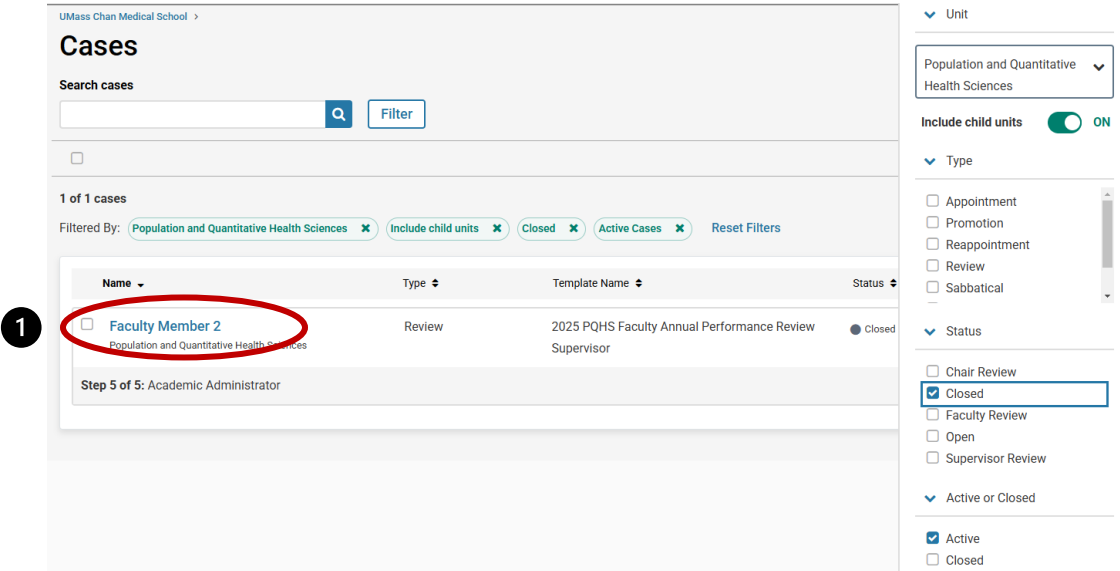


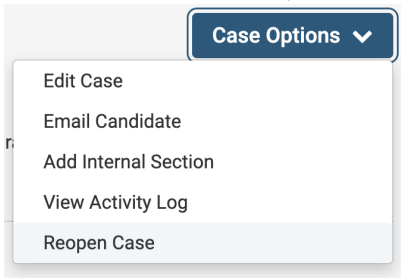2. Click **Close Case** from the **Case Options** dropdown menu.

**3.** Select a **Status Decision** from the dropdown menu that reflects the final phase of this case before closing.

**Close Case Faculty Member 2** ✖

Please select a decision that reflects the final phase of this case.

**Decision**

- Select - ▼

Supervisor Review

Faculty Review

Chair Review

Faculty Review 2

**③** ⬭Closed⬭

Add Custom Status

✔ Save | Cancel

**4)** Then click **Save** button.

**Close Case Faculty Member 2** ✖

Please select a decision that reflects the final phase of this case.

**Decision**

Closed ▼

**④**

⬭✔ Save⬭ | Cancel

- If the case is closed, the **Reopen Case** option will appear.

**Case Options ⌄**

Edit Case

Email Candidate

Add Internal Section

View Activity Log

Reopen Case

## Bulk

**1)**   Navigate to the **Cases** page and select the **checkboxes** next to the applicable faculty members' cases.

**2)**   Click the **Close Cases** button on the toolbar that appears at the top of the page when cases are selected.
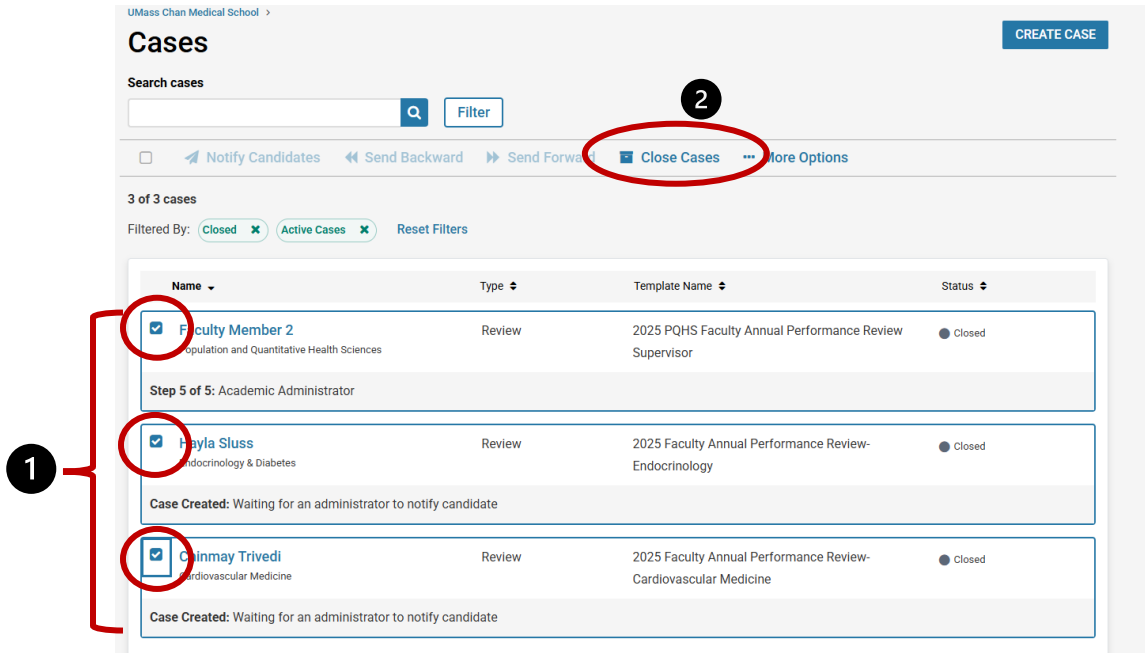


**3)**   Select a **Status** from the dropdown menu that reflects the final phase of these cases**.**

**4)**   Then click **Save** button.