

View Completed Activities

Last Modified on 02/19/2021 4:11 pm EST

Activities that have been completed or escalated to incidents will no longer be visible in the **Open Activities** tab, though they can still be reviewed. By making use of the **Completed Activity List** report, users can view the details of any activity that has been marked as complete, or escalated to an incident.

To view completed or escalated activities:

1. Click the dropdown menu at the top-left of the page > **Command Center**.

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The Command Center application selection.

2. Click the Completed Activities tab.

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Center ~	Open Activities	Completed Activities	Service Requests							
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ted Activities										
This area allows searching for all closed activities and activities that have been escalated to an incident.										
ted Activities										
Riverdale Industri	es			Active						
Since its founding in Bavaria in 1872, Riverdale Industries, Inc. has become the leading supplier of fiberboard products in Europe and North America, with offices in 12 cities worldwide, including the U.S. Headquarters in Arlington, VA. This is the only remaining fabricator of wood panel products constructed with hand-ground wood fibers. The company expande										
	Center Center	Center Open Activities red Activities red Activities llows searching for all closed activities and activities red Activities Since its founding in Bavaria in 1872, Riverdale Industries Since its founding in Bavaria in 1872, Riverdale Industries the only remaining fabricator of wood panel production	Center Open Activities Completed Activities Completed	Center Open Activities Completed Activities Service Requests Activities Activities						

The Completed Activities tab.

 Click the desired organization under the Completed Activities section to bring up the Completed Activity List report for that organization. If you're viewing the report for the first time, you will need to enter your report filters. Resolver.

report must be filtered p	prior to la	unch. To do so, plea	ase fill in all ree	quired filters and then clie	ck 'Run Rep	ort'.	
Priority - Activity				Reported Date/Time	- Activity <mark>R</mark>	equired	
Select one			~	from	~	то 🛗	~
Assigned Date/Time - A	ctivity			Activity			
🛗 FROM	~	🛗 то	~	Select one			~
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The Completed Activity List report's Filter Select screen.

- 4. **Optional**: Select a priority from the **Priority** dropdown list.
- 5. Select a date range in the **Reported Date/Time From** and **Reported Date/Time To** fields.
- 6. Optional: Select a date range in the Assigned Date/Time From and Assigned Date/Time To fields.
- 7. **Optional**: Select a workflow state from the **Activity** dropdown list.
- 8. Click Run Report.

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C-1 R	iverdale Indus	tries			L	ast Updated	:Feb 1	1, 2021	3:39 PN	4
Priority	Activity Name	Activity Type	Assigned Date/Time	Reported Date/Time	Q Involved Location(s)	Search T Acti	able	State		
Low	ACT- 20210211-8 EB	EB - Dangerous Condition	2021-02- 11 14:54	2021-02- 11 14:52		• 0	Close	ed - Co	omple	te.
• High	ACT- 20210203-7 Fire/Explosi	Fire/Explosi - Emergency Response Fire/Explosion	2021-02- 04 12:01	2021-02- 04 12:00	Reported Location: Headquarters - Riverdale Industries -	erdale 🛛 🔵 Closed - Co			omple	te
Low	ACT- 20210203-6 GA	GA - General Assistance Vehicle Lock out	2021-02- 03 11:55	2021-02- 03 11:54		• (Close	ed - Co	omple	/te

The Completed Activity List report.

- 9. **Optional**: Click an activity to view further details.
- Optional: To change the displayed results, click the ricon, repeat steps 4 through 7, then click Apply Filter.