

# End an Event

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If you have the appropriate permissions, you can end events through the Event Management page.

Springfield, USA (DEMO) Event Event Management

Event Management

Create New Event Create Ad Hoc Event

| Action                                     | Icon | Multi? | Status  | Start ▲          | End              | Title   |
|--|------|--------|---------|------------------|------------------|---------|
| <a href="#">Edit</a>   <a href="#">End</a> |      | No     | Ongoing | 2019-04-17 01:38 | never            | Hospita |
| <a href="#">Edit</a>   <a href="#">End</a> |      | No     | Ongoing | 2019-07-22 11:31 | never            | Heat Ac |
|  |      | Yes    | Future  | 2022-08-02 11:04 | 2022-08-03 11:04 | MRE1    |

The options you see in the **Action** column depend on your rights in relation to this event, and the status of the event, such as ongoing or ended.

EMResource automatically sends notifications to appropriate users when events are created and, for some, when they are ended. Some events end automatically after a period. However, events can be manually ended prior to the scheduled end time. If you are authorized to work with ad hoc events, you can create, edit, and end them.

## To end an event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **End**. A window opens asking you to confirm.
3. Click **OK**. The window closes.