End Incidents

You may be authorized to end an incident. This action is available from the incident's details page. Ending an incident changes its status to Complete.

To end an incident

Click the **Incidents** tab.

In **Showing**, select **Active and Pending** or **Active**.

Locate the incident in the list and click **End** in the **Update** column.

-or-

Click the incident's **Edit** link. In the *Edit Incident* window, click the **General Information** tab, and then **End Now** under *Settings*.