

# Complete a followup

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## Complete a Followup

From the CR Dashboard:

1. In the Main Menu, click **Followups**.
  - a. The follow-ups screen will display the following fields for any outstanding items
2. Select **Show** next to the relevant item for followup.
3. Review the item, from here you can:
  - a. Follow up item - this actions the item flagged for follow up i.e. Task, Letter, Result
  - b. Edit - allows for the dates to be modified.
  - c. Complete - this completes the follow-up, displays the message "Followup was successfully completed"

**Note:** It is important to complete the associated item/task (Follow up item) before "completing" the Follow-up .

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