

Closing and Reopening a Service Record

Market: House, Senate

Description: These instructions teach users how to close a service record or reopen a closed service record in IQ.

Click the following link to be brought straight to the topic:

[Finding and Reopening a Closed Service](#)

Closing a Service Record

1. Find the active service record assigned to you.
2. Select **Complete**.
3. If additional information is needed before the Service can be closed, you will be prevented from closing the Service and must click **Change Data** to add the missing information.

OPEN Casework for Adam Quorum

Created 7/16/2025 3:37:26 PM by [User]

Summary Contacts (1) Logs

Detail Activity Data

Assigned: [User] Release

Updated: 8/25/2025 01:02 PM

Description: [Text]

Codes: DOD.AIR.FORCE--Department of the Air Force

Primary Contact: Adam Quorum

Other Contacts: [Add]

Incomplete Address: leidosknteam@gmail.com

Attachments: OutlookMs... [US-US]20250612_180216.eml

Library Files: [Add]

Events

Edit Complete Merge Services Actions

Complete Service

Route Service 802326 from Process Case

Available Routes

Completed Denied

Selected Route Information...

Routes to Completion

Denied because of missing required fields: Resolution: *Required to Close

Change Data

ID#802326 Row 1

Close Service Cancel

4. Complete the information in the **Complete Service** window. Click **Save**.

Complete Service

Route Service 802326 from Process Case

Available Routes

☒ Completed

Selected Route Information...

Routes to Completion

☐ Send Info Copies

Closing Note...

Closed Status Code...

Closed Favorably



Close Service

Cancel

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Finding and Reopening a Closed Service

Note: You must have specific security permissions to reopen a closed Service. Talk to your IQ Consultant if you don't have permission and need it enabled.

1. Search for your closed service record.
2. Select either  in the detail record in the bottom left corner, or  next to the service name in the list view of your services.
3. Select **Reopen**.
4. In the Reopen Service window, select **Reopen** → **Save**.

Reopen Service

☒ Reopen
☐ Change Status