

Auto Closure

You are able to set an **Audit** to **close automatically** if there is **no active Non-Conformances or Alerts** attached to it.

Using this feature you are also able to set a **waiting period** for it, so if you wish to **wait a week before automatically closing** the Audit you can do so.

In order to set this up follow the steps below:

1. Navigate to **Template List**.
2. Select a **Template** you want to **enable auto closure** on.
3. Select **Template Settings** tab.
4. Scroll down on the **General Tab** until you see **Auto Close**.
5. Select the **Checkbox**.
6. You can now enter in the **amount of days you wish to wait** to close the Audit after all **Non-Conformances/Alerts are enactive**.
7. Select **Update Template settings**.

Overdue Schedule Reminder Frequency

Configure the frequency of overdue schedule reminder emails & SMS.

Frequency:

Auto-close assessments after time period

Configure the time period after which submitted Audits from this template will automatically close if there are no active Non-Conformances or Alerts.

Enable Auto-Close Time Period (Days):

Non-Conformance/Task Category List

Configure the categories a user can choose for a Non-Conformance/Task.

Category list: