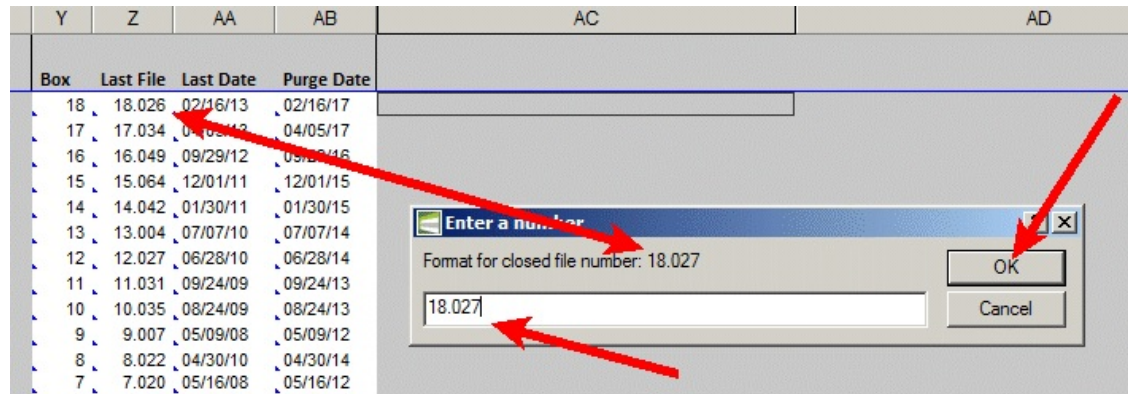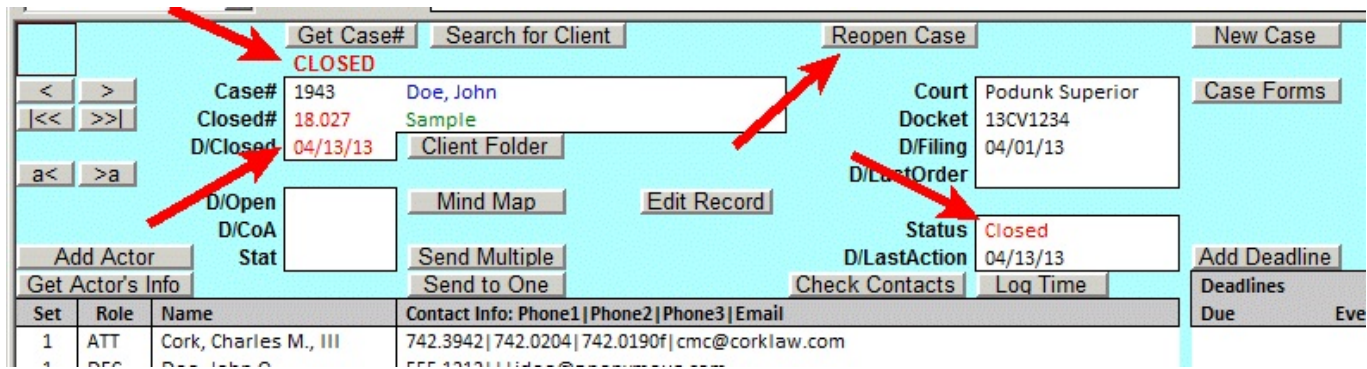# Closing (and Reopening) Cases in Zenas

Pull up the case to be closed, and then click the Close Case button.

You move to the place on the Logs page which tracks the last file number in each Closed Files box. Zenas suggests the next number. Type the number you choose and click OK.

Zenas shows the file as closed and adds the new closed file information. A message also appears with reminders about other things to do.   In place of the Close Case button, a Reopen Case button now appears. Pressing it undoes the closing operation.