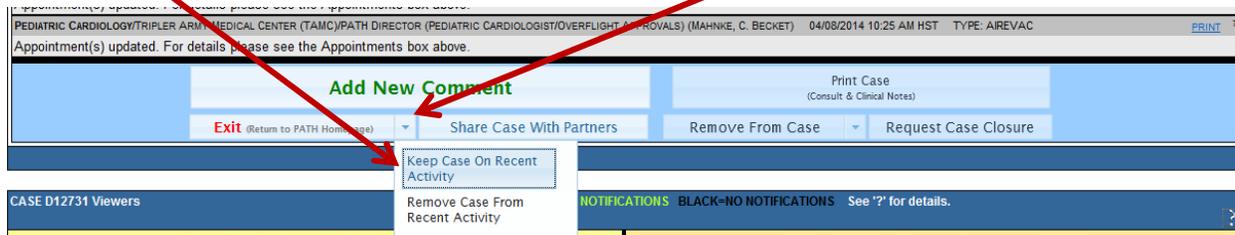
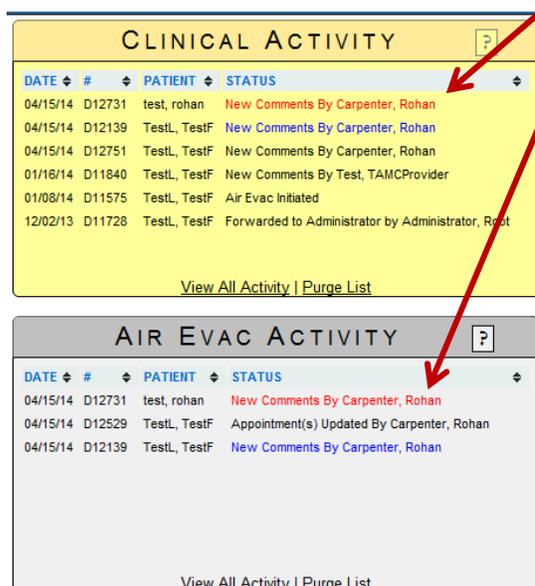


## How to Keep a Case on Recent Activity

Open the case you which to keep on your Recent Activity list. Click the **Exit** dropdown arrow, select **“Keep Case on Recent Activity”**.



PATH will automatically return to the homepage and the last status message for the case will remain in the appropriate Recent Activity box and be highlighted in **RED** text. Purging list will not remove it from Recent Activity.



Once you have viewed the Case it will be removed from the appropriate Recent Activity box. Select to **Keep Case on Recent Activity** as a reminder to return to a case at a later time.