

Close an Observation / Punch item

Posted on August 12, 2026 by Smaheine

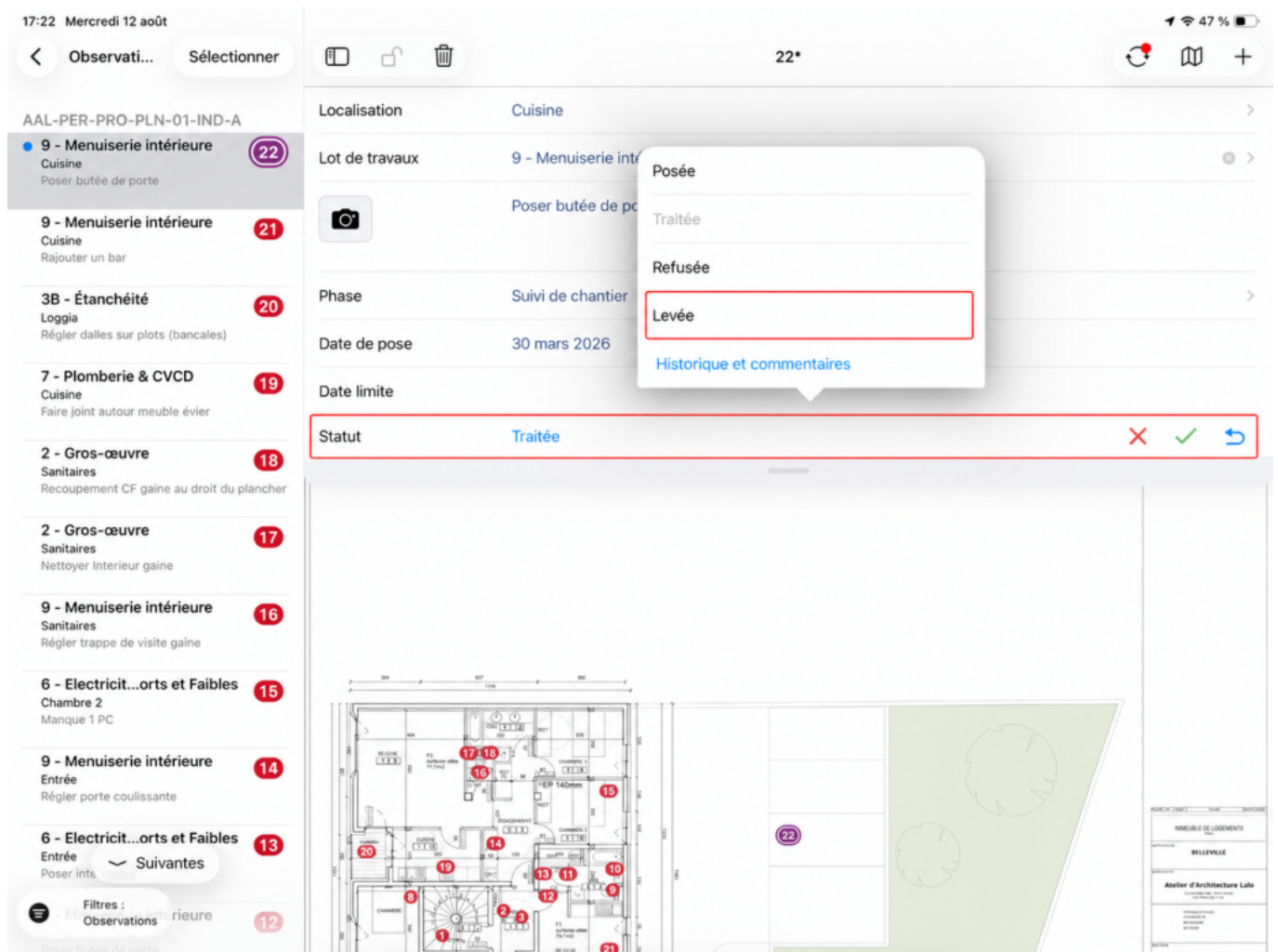
Available on

-  **Archipad Web**
-  **Android** (*same steps as the Web version*)
-  **iPhone and iPad**

The **Closed** Status indicates that an Observation has been verified and considered complete.

Close an Observation

1. Open the **Observation** in question.
2. Change its **Status**.
3. Select **Closed**.
4. Add a Comment or Photo if needed to keep a record of the validation.



To note

Status change options depend on **User permissions**. A closed Observation appears with strikethrough text in Archipad.