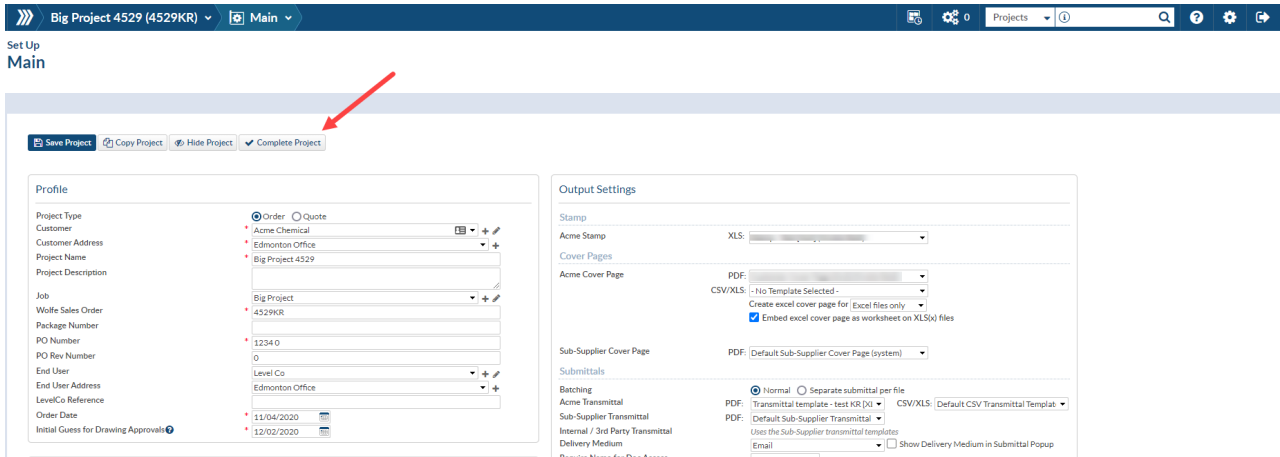


Completing a Project

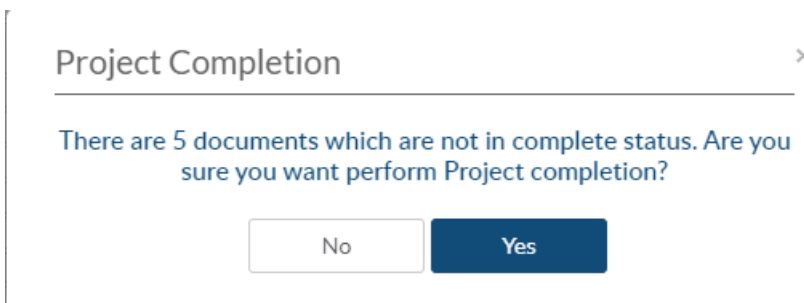
09/16/2024 1:12 pm MDT

To complete a project in DocBoss, navigate to the Main page in your project and click "Complete Project".



If all cards are in a status complete - Great! The project will be Completed.

If you have any cards not in a complete status (ie: NULL or not returned coded from the customer), you will get a warning telling you how many cards aren't completed. You can then look into why the cards are still outstanding and complete them.



Or, if you are confident to leave the cards as-is, you can click to "Yes" to Complete the project anyway and leave the cards as they are. The option to Re-open the project is there if you need to. You can Re-Open the project by clicking "Re-Open Project".

