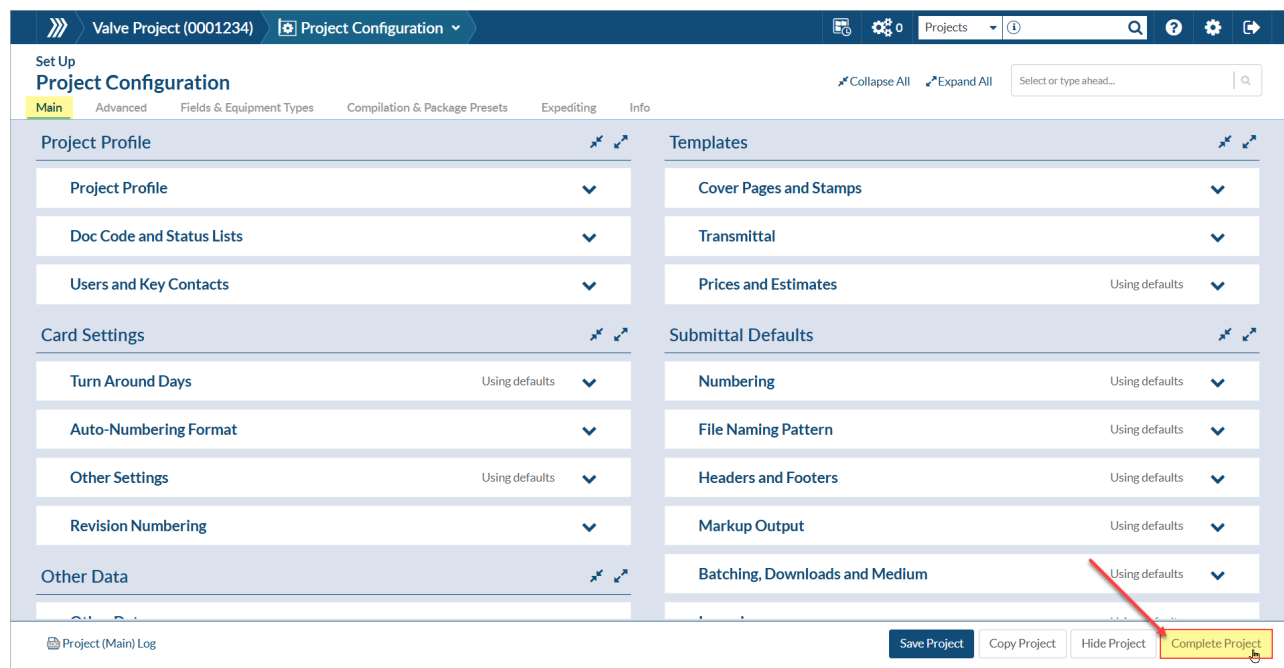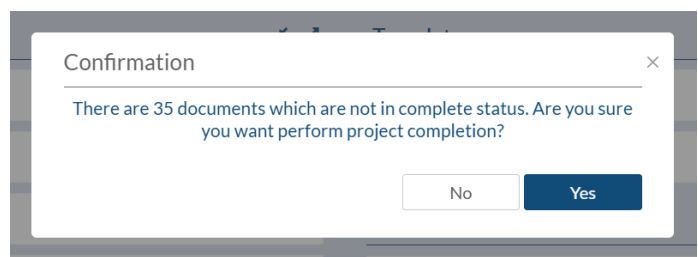# Completing a Project

10/01/2025 3:11 pm MDT

To complete a project in DocBoss, navigate to the "**Main**" tab of the **Project Configuration** page. In the bottom right, click the button to "Complete Project".

If all cards are in a complete status, the project will be completed.

If any cards are not in a complete status (i.e., NULL or not returned coded from the customer), a message will appear indicating the number of cards that are not completed. With this information, the card list can be reviewed and any outstanding cards can be completed. Alternatively, if you would like to move forward (and leave the cards as-is), click "Yes" to confirm project completion.

The option to re-open a completed project is available if required. To re-open a project, navigate to the '**Main**" tab of the **Project Configuration** page. In the bottom right, click the button to "Re-Open Project".