

# Finalize

If you have reviewed the content and metadata for the document and agree that it is accurate and complete, you may finalize the document by clicking the Finalize button in the Tasks tab.

1. Choose the Finalize button.



The screenshot shows a web interface with a top navigation bar containing 'Metadata', 'My Notes', and 'Task' tabs. Below the tabs is a section titled 'QC Review Document and Metadata'. This section contains five main options: 'FINALIZE', 'FAIL', 'CORRECT', 'DELEGATE', and 'RETURN'. Each option has a sub-label: 'Content Accurate & Complete' for FINALIZE, 'Corrections Required' for FAIL, 'Make changes to metadata' for CORRECT, 'Assign To Another User' for DELEGATE, and 'Return to Group Inbox' for RETURN. The 'FINALIZE' option is highlighted with a blue header, and its 'Finalize' button is enclosed in a red rectangular box.

2. The Document will become Effective and the Task will be removed from your inbox

If you do not agree with any of the content and metadata for the document, you should not Finalize the document and should choose either [Fail](#), [Correct](#), [Delegate](#), or [Return](#).