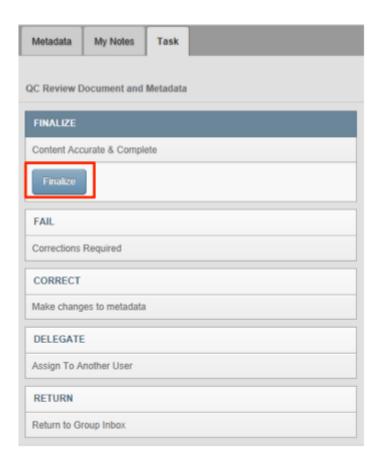# Finalize

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.

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]().