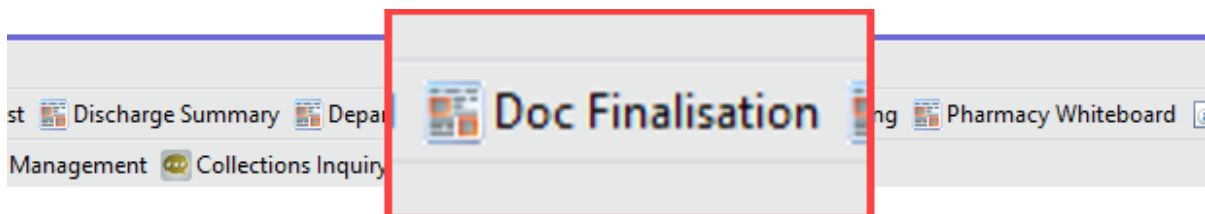# How to Finalise Documents

Finalising a Document

There are 2 different ways to finalise your document:

- Completing and finalising your document **without saving as a draft** at the time you originally create or
- Finalising your document after it has been saved as a draft.

a. After you have completed your letter, it can be finalised immediately using **Save and Finalise**. This letter will go to the Document Signing screen for the clinician to sign (in the View drop-down menu at the top of the screen)
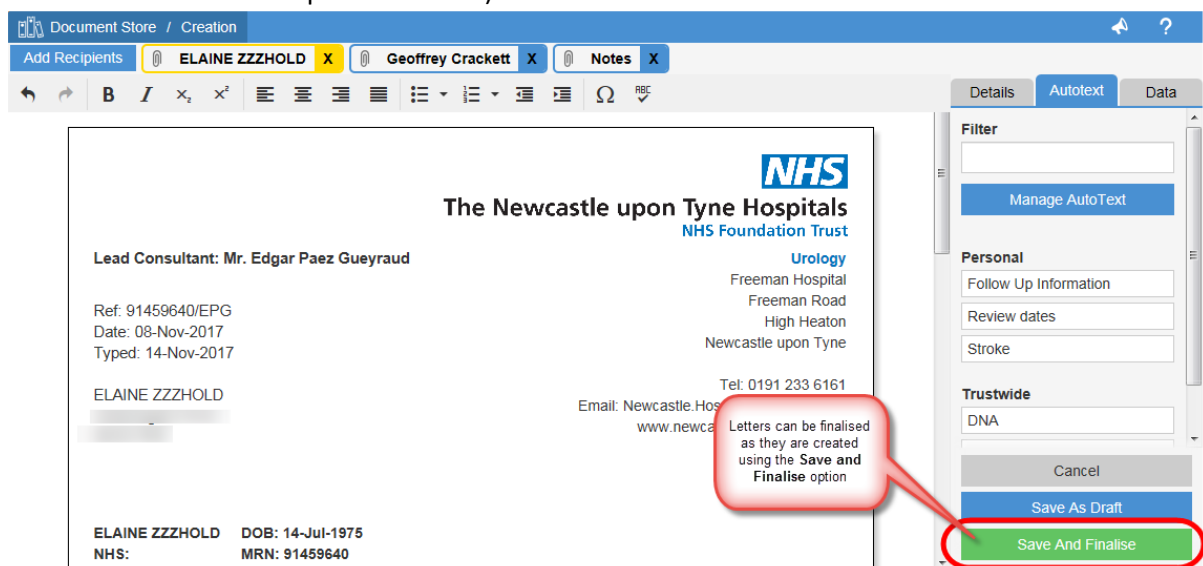
b. If documents have been **Saved as Draft** they need to be retrieved from Doc Finalisation

Document Finalisation

All documents in **Your** Document Finalisation are displayed. These are documents that **have not been signed/sent**

1. Check the Finalised Column for the Finalisation status:
    a. If a document **has not been finalised** it will display with a x
    b. If a document **has been finalised but not signed by clinician it will display** ✓

2. Select the document to be edited/finalised
    a.   the document can be Reassigned, Finalised or Rejected. To finalise the document, select **Finalise**

> ℹ Documents that have been finalised HAVE NOT BEEN SIGNED AND WILL DISPLAY IN THE CLINICIAN DOC SIGNING TAB