Content Manager (CM)

Finalise Documents

When no further edits / revisions should to be made to a document, its Edit Status should be set to Final. Documents should be made Final in instances when the document has been sent out externally, or has been approved. The finalised Content Manager record is the Final version of the document.

Documents can be made Final on registration into Content Manager, or later after multiple revisions have been created.

Note: Only the Records Services team can 'un-finalise' a document, so only make a document Final when you are sure no further editing will be required. All emails are finalised by default when added to Content Manager (because you cannot edit an email).

1. Procedure

Finalise a record already registered in Content Manager

1. Locate the document you wish to finalise. **Click its title** to select it (it'll be highlighted blue). In the properties pane, check that the **Edit Status** is **Checked In** (you can't finalise it if it's **Checked Out**).
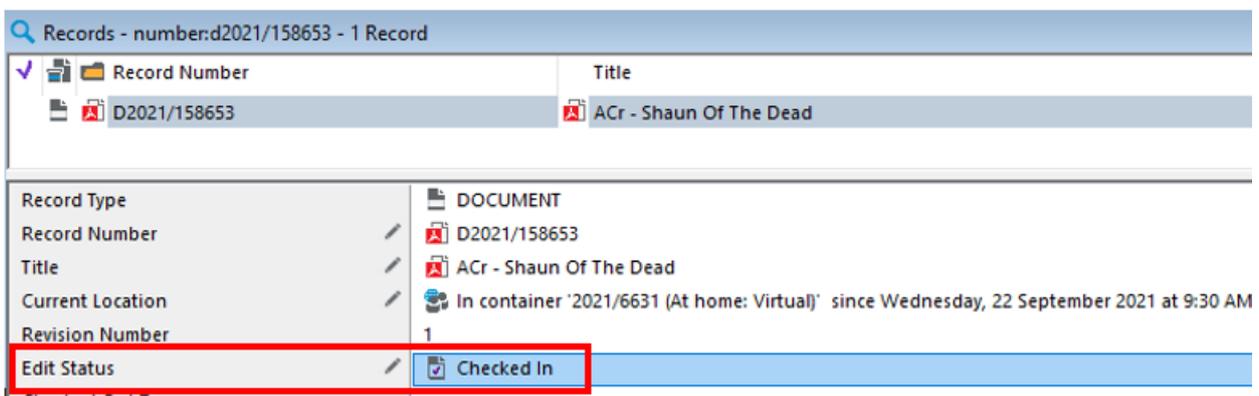
2. On the **HOME** ribbon in the **Document Management** section, click **Final** icon.
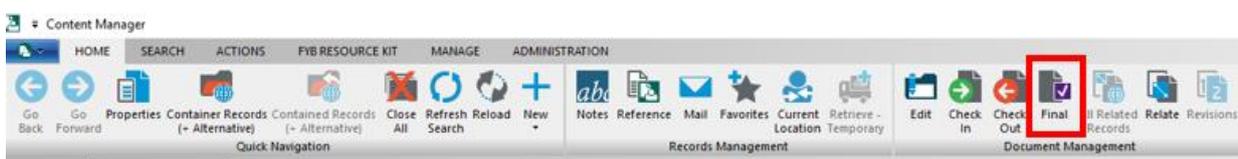
3. In the **Make Final** window select the **'Final'** option and click **OK**.
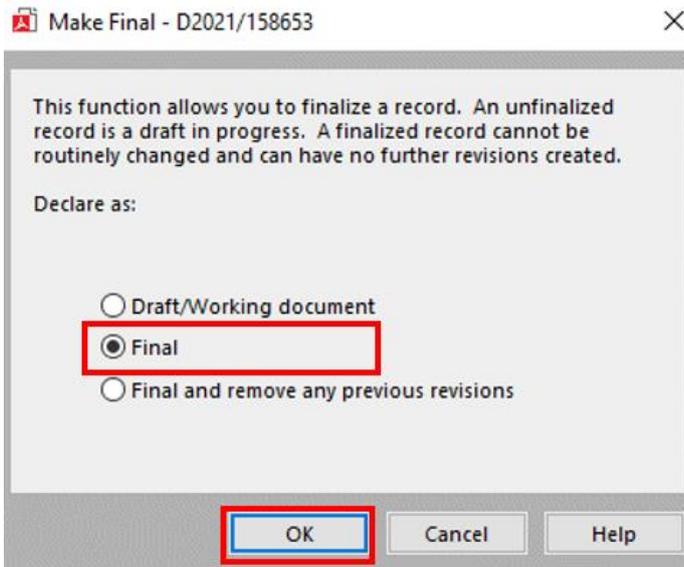
4. The Edit Status of the document will be Finalised. This can be viewed in the record view pane at the bottom of screen. **No further edits can now be made to the document**.
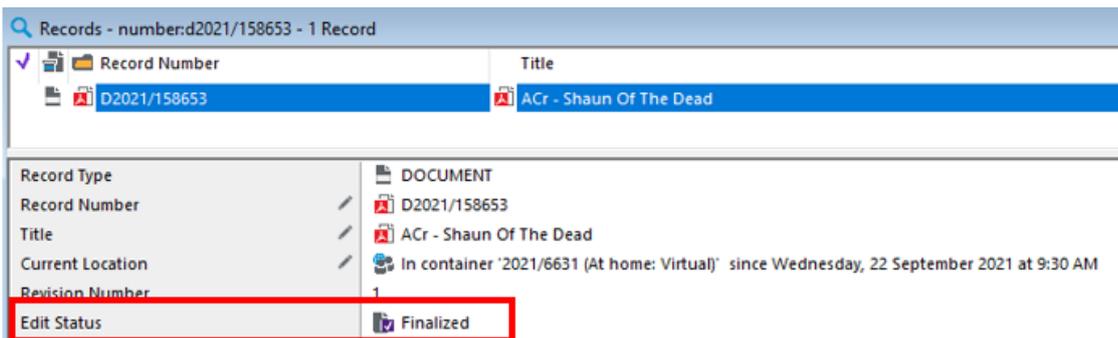
Make Final upon registration

When completing the New Document Registration Form, Highlight General Tab, select Declare as Final tick box to finalise on registration.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au