samegoal

Correct a Completed Document

Correct a completed document

Documents that are marked complete become read-only. If a minor correction needs to be made, an administrative user can incomplete documents. Reach out to an administrative user at your district if a document needs to be marked incomplete.

Tip If your district is on the PRO edition of SameGoal and uses the acknowledgment of receipt workflow, required acknowledgers will be prompted to review and sign off on the document each time it is marked complete.

Tip If a more significant change needs to be made to a document, the document owner should create a formal amendment.