ALLOCATING CLOSE OUT QUESTIONS
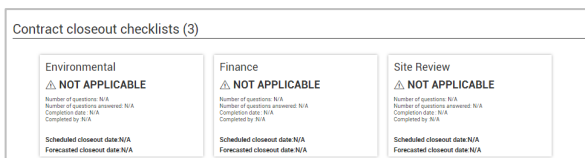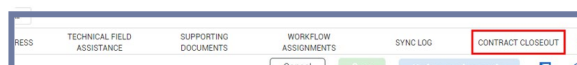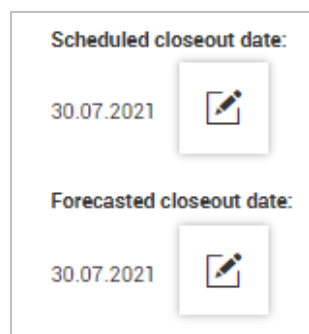
1. Select the Close Out tab on the Contract and displayed will be any predefined closeout question groups
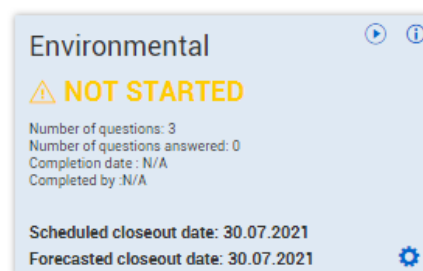

2. Select the close out group and allocate a responsible person for completing this step and a scheduled date for this to be completed by.
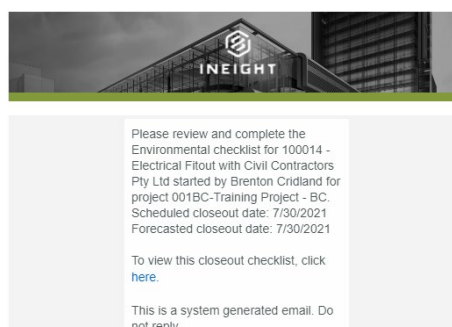

3. Press **Save**

STARTING CLOSE OUT WORKFLOW

1. When the Contract is ready to start the closeout press the play icon for the relevant sections. As they have users allocated, they should state **Not Started**.

2. The user will receive notification that there is a task for them to complete

COMPLETING CLOSE OUT QUESTIONS

1. On Receiving notification there is a Close Out section to complete follow the supplied link which will take you directly to the questions. Complete the answers as appropriate.

2. On completion of answering the questions if no additional follow up is required to complete the action select **Save and mark as complete**

CONTRACT CLOSE

1. Verify that all Close out questions are complete, all invoices paid, Vendor Change Orders completed or closed.

2. On to the Header tab for the contract and change the status to **Closed**. This is only available if fully completed.

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