

Document Status Button

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Currently, documents are marked complete/incomplete by going to a student's Documents tab, checking document(s) to be marked complete/incomplete, then using the Actions dropdown menu. When a formal amendment is needed for IEPs and SPs, admins and document owners click a blue "Amend" button in the completed document.

Beginning Thursday, 11/19/2020, a new "Document Status" button will appear in the toolbar for each document.

- This button displays the current status of the document (a closed lock icon indicates complete, an open lock icon indicates incomplete).
- **Open Lock Icon** (incomplete, editable document): Document owners and admins see an option to complete the document. Remaining users simply see the button without a dropdown.
- **Closed Lock Icon** (complete, read-only document):
 - Document owners and admins see an option to amend the document (if an IEP or SP).
 - Admin users also see an option to incomplete the document (eg for a correction).
 - Remaining users simply see the button without a dropdown.
- **Additional notes:**
 - All users retain the ability to complete/incomplete documents as they do currently from document list pages.
 - Because an option to amend IEPs/SPs now appears in the "Document Status" toolbar button, the blue "Amend" button will be removed.

This new, additional functionality is a result of user feedback, and will help users more quickly change the status of documents while they work.