

Setting the final status for a task

Set the final status for a task to prevent further changes to the task's status.

Requirements: You must have a project role that includes the Admin Tasks user right.

When you set the final status for a task, other users cannot change the overall status of the task, even if they have not set their own status for the task.

Set the final status for a task

1. In the **Tasks** view, select a task or individual elements associated with a task.
If you select a task that is associated with multiple elements, the final status applies to all associated elements. Select individual elements if you want the final status to apply to certain elements.
2. Perform the following actions:
 - a. Select **Task > Change Final Status**.
 - b. In the **Override Status** list, select the status that you want to assign to the task.
Select the task status that you want to assign.
3. (Optional) Type a comment—for example, explain why you are setting the final status for the task.
4. Click **Apply**.
The status of each selected element is updated to **Final by <Your Name>**.
The status of tasks that are assigned to other users changes to **finalized**. The users cannot make additional changes to the task status.

Set the final status for an action task

1. In the **Tasks** view, select a task.
2. Perform the following actions:
 - a. Select **Task > Change Final Status**.
 - b. In the **Override Status** list, select **Completed** or **Not Completed**.
3. (Optional) Type a comment—for example, explain why you are setting the final status for the task.
4. Click **Apply**.
The users cannot make additional changes to the task status.