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# Completing a Completion Report:

This document is designed to explain the process for creating a completion report in RSS.

**NOTE:** Completion reports are not required for all studies. This guide is only applicable to studies that require a completion report.

- 1) Log into RSS and open the study.
- 2) On the left side menu, click “**Forms**”



- 3) A new window will pop up. Click “**study completion report**”.



- 4) This will create and open a completion form.
- 5) Complete the form, sign the form, and click **submit**.