

# How do I mark a survey as completed?

1. In the timeline of the certificate you want to extend, double-click on the symbol (this is only possible if the colour is orange or red ) or right-click on the symbol and select **Endorsement...**
2. Complete all required fields.

**Certificate operation** Forms

Surveyor:

Place:

Date: 22/02/2023

Time window:

Comments:

**Documents**

Drag and drop documents in the box below

| <input type="checkbox"/> | Name | Size | Linked |
|--------------------------|------|------|--------|
| No records available.    |      |      |        |

3. Select the annual or intermediate survey that has been completed.
4. Click on **Save & close**.

After extending the certificate, a green ball with a curl will appear.

When carrying out a survey, select the option **Extra survey** to save an interim survey in the certificate history.

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