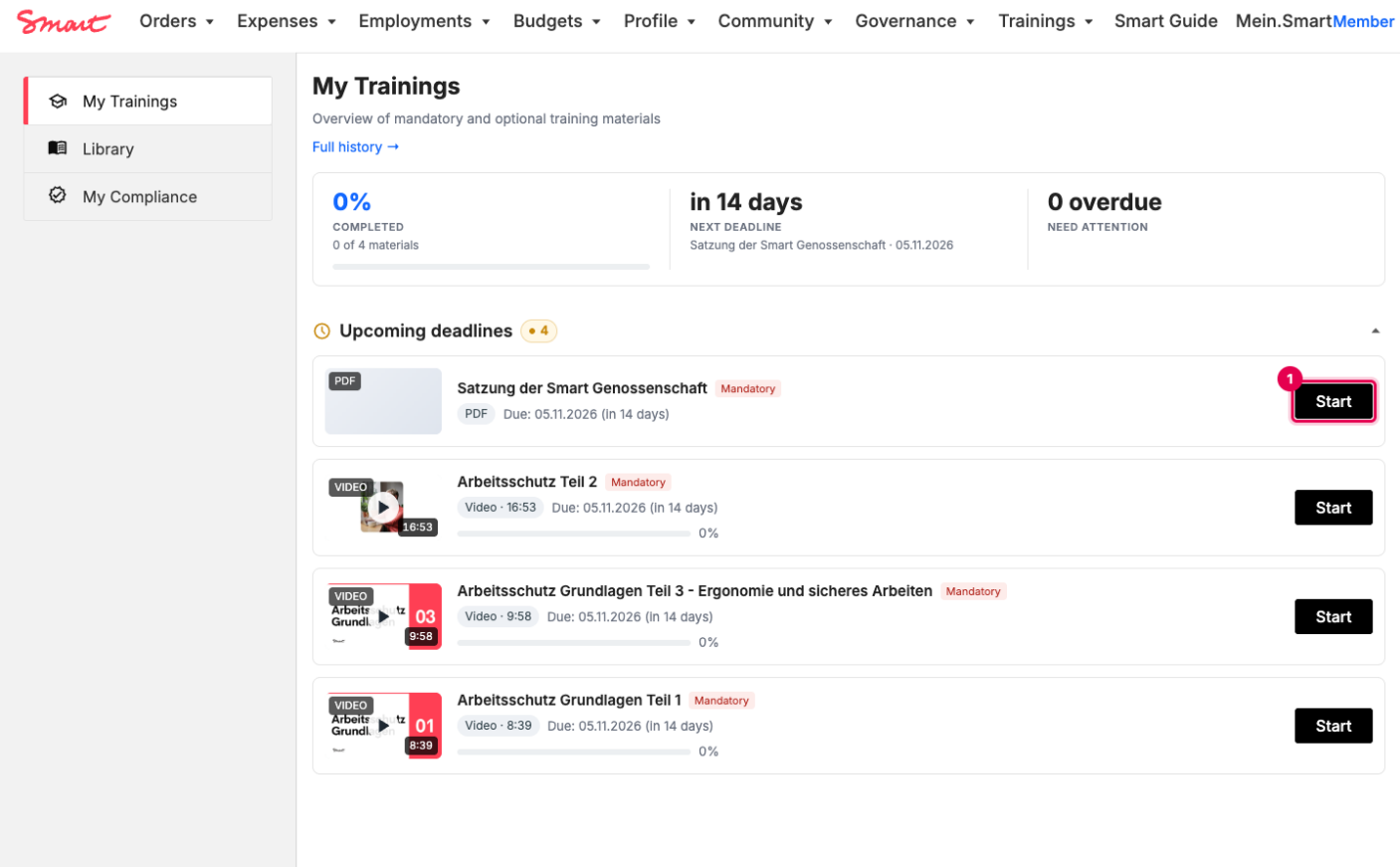
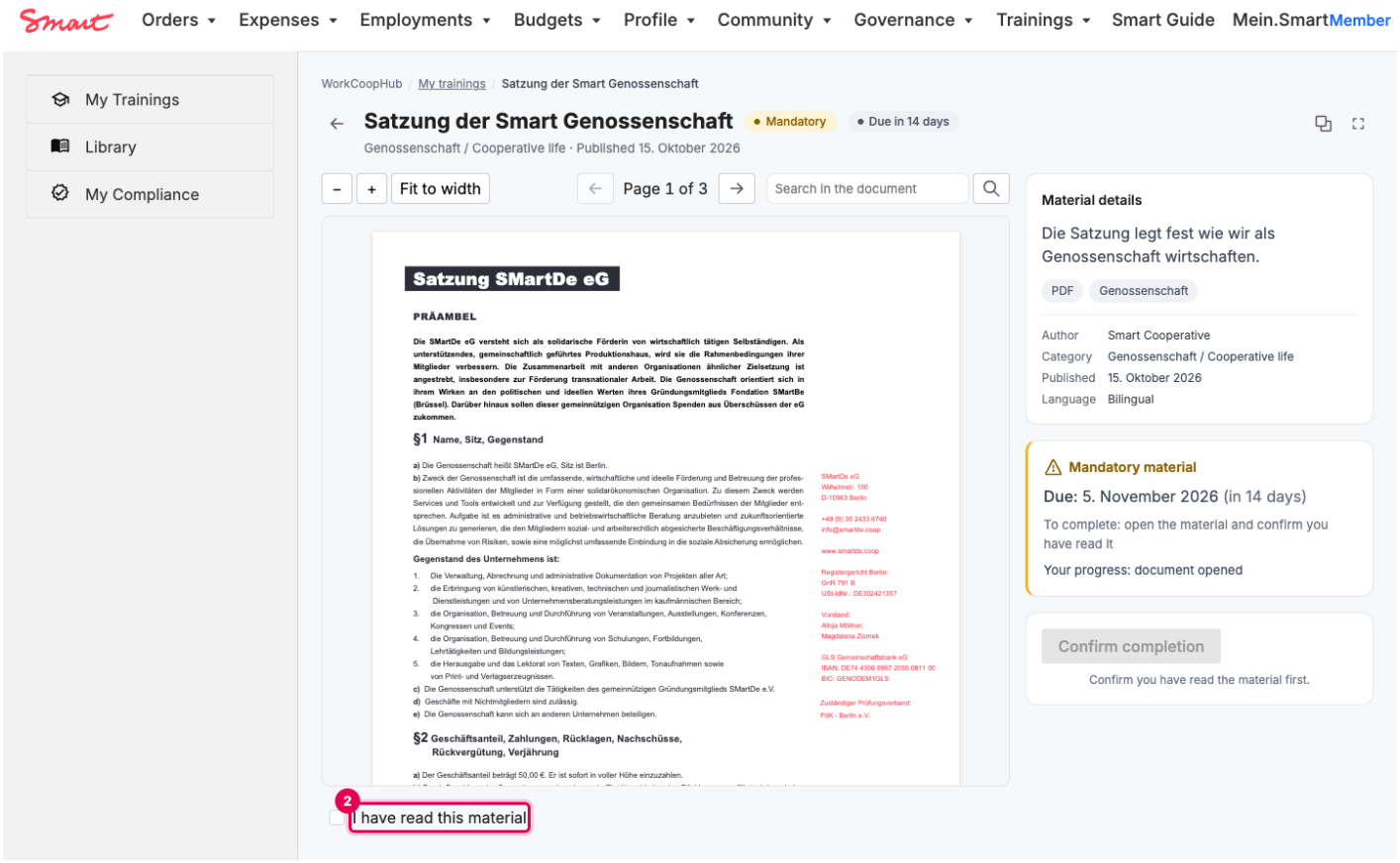
3. Finish a document (PDF)

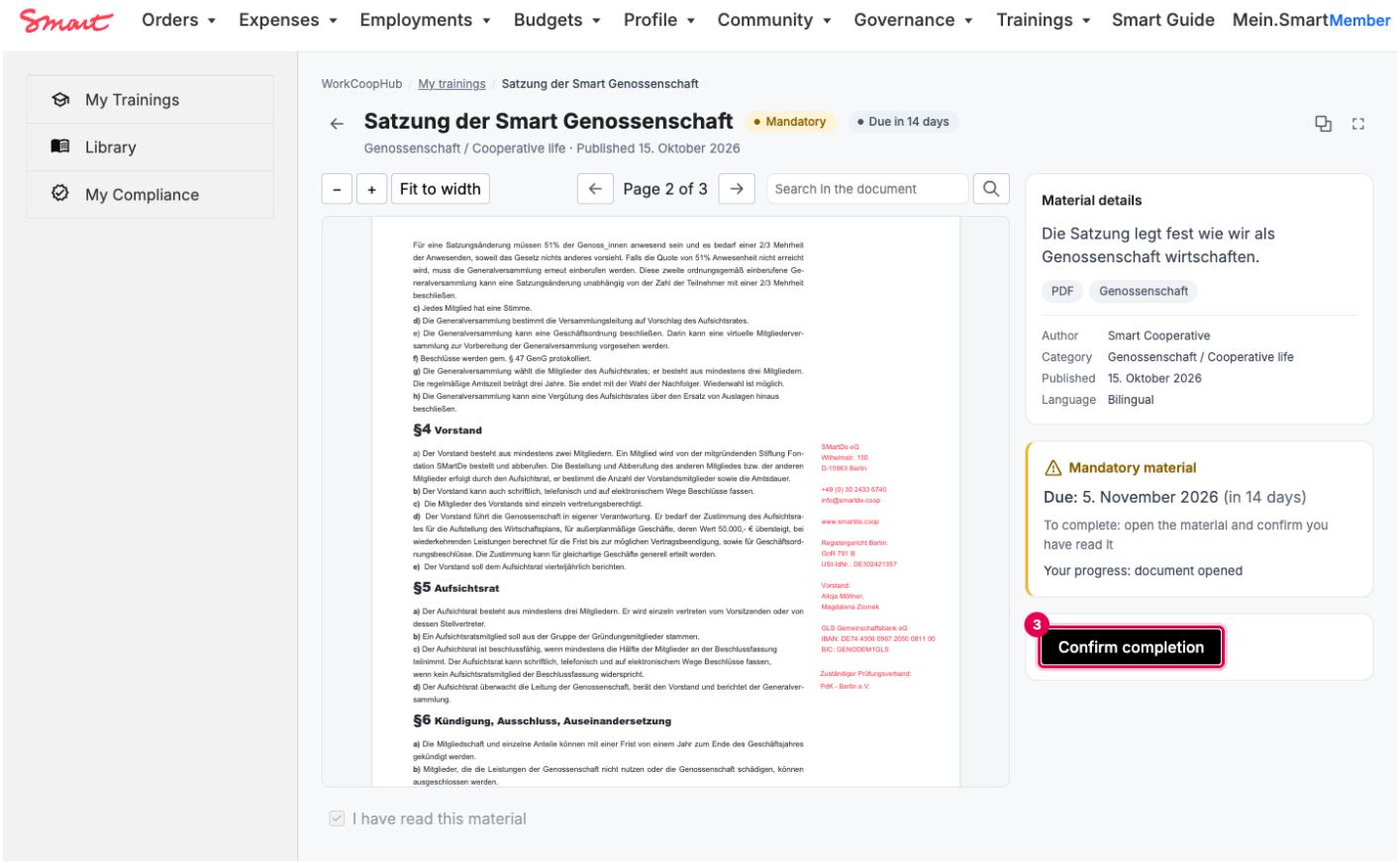
1. Next to the document, click **Start**.



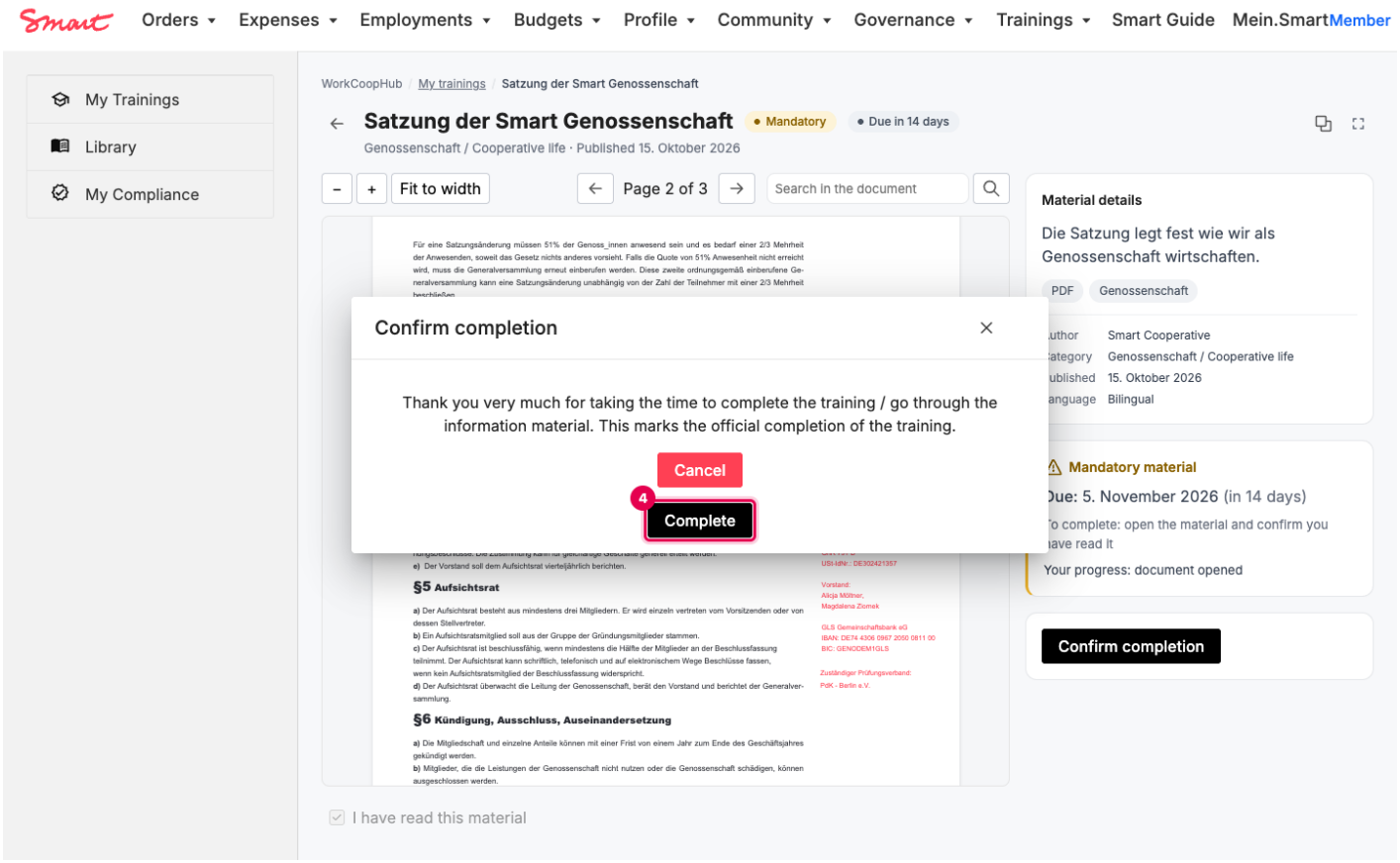
2. The document opens. Read it. You can go to the next page, zoom in and search in the text. When you have read it, tick **I have read this material** below the document.



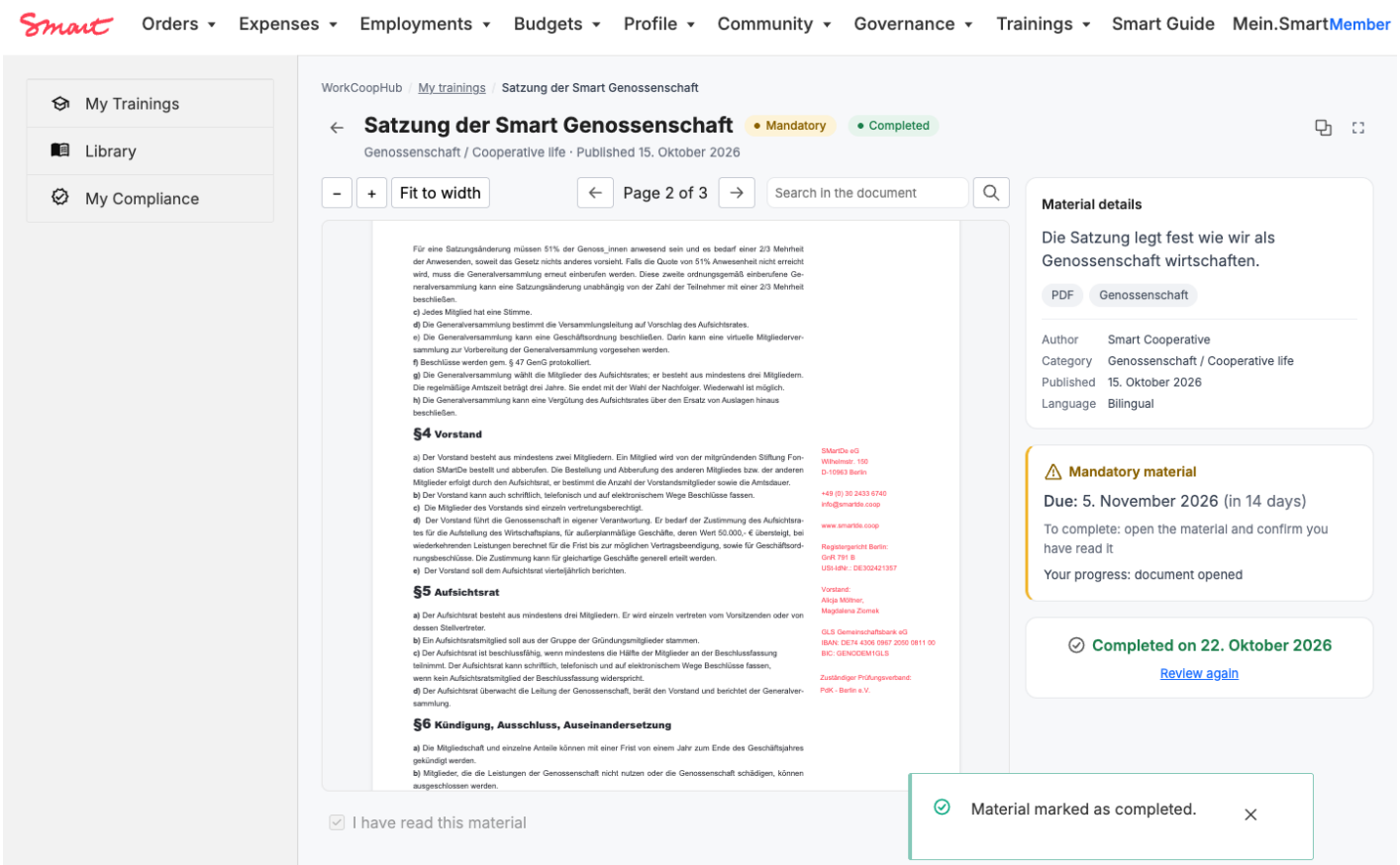
3. On the right, click **Confirm completion**.



4. A window opens. Click **Complete**.



Done. On the right you now see **Completed on** and the date.



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