**Instructions on how to close a story/defect in V1.**

**1.** Once you move a story to Done column (or you set the Status to Done), go to Storyboard and find your story in Done column.

**2.** Click hamburger button in the top right of the story (three dots) > Click Close

**3.** A new window will show up. There are some fields that will need to be populated even though they are not mandatory:

**A)** Cross Product Impacted - Any product that will be impacted by this story or defect? If your work was on Pioneer Pharmacy application, you will NOT be selecting

**B)** Pioneer Pharmacy application here, you will only be selecting products that are not the one you worked on. If there are no impacted products, select None.

**C)** Build - Lisa asked if we could populate this one, but I think it will be hard to know the actual Release Build number because as you already know we do .NET releases a week after you complete the PR (sometimes 2 weeks after completing a PR). For now, I would just leave this one as empty or N/A.

**D)** Reference - Provide Support Center issue number

**E)** Complexity - Self explanatory

**F)** Source - Was this story (feature)/defect requested by a Customer/Dev/Management/Sales?

**G)** Click Close Story.