

# Guide on steps after project automatic completion

## 1. **Step 1: Send message to client**

*"The order was auto-completed, but no worries! If you need help, you can still message me here anytime. ?"*

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## **Step 2: Update ClickUp status based on project stage**

- Change from **Delivered** to **Complete** if everything is done and the website is transferred.
  - Change to **Waiting for Transfer** if website transfer is still pending.
  - Change to **Waiting for Changes** if changes are still in progress, specifying the type of changes.
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## **Step 3: Add tag "Review Left" to client in ClickUp**

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## **Step 4: Add tag "Review Left" to client on Fiverr**

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## **Step 5: Update Discord with project automatic completion**

Add tag "**autoaccept**" with status message:

*"DELIVERY ACCEPTED – AWAITING REVIEW*

*The client has accepted the delivery but has not yet provided a review.*

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## **Step 6: Send final message to client**

*"As our website updates are almost complete! Let me know if you have*

*any final tweaks. If all looks good, we can move ahead with the transfer to your domain so you can go live. Excited to get this launched for you!*

*Looking forward to your go-ahead."*

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