



Final review checklist

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Before you submit your Self-Assessment documentation to NRPA, you may want to complete these tasks:

- **Ensure that all standards are set to Published status.**
Go to **Manage** and use the Standard filters there to ensure that no standards are still in a Needs Review status (or other statuses, if you used a different workflow).
- **Final check: Review each standard.**
Most of our CAPRA customers like to do one final review of all standards to ensure they look good. You can complete this review either working through the knowledge base as a reviewer would or reviewing the full PDF export of the knowledge base. Refer to [Standard PDF export \(Full PDF Download\)](#) for information on how to generate a full PDF export of your knowledge base.
- **Optional: Regenerate the Standard PDF export, if using.**
If you're using the Standard PDF export in your table of contents, be sure to regenerate that PDF.
- **Optional: Review the password/security settings of your knowledge base.**
If you've kept the shared password setup, you'll need to provide the shared password to your reviewers any time you include a link to one of the standards. Refer to [How do I give reviewers access to my CAPRA self-assessment?](#) for more information.
- **Optional: Confirm your knowledge base URL.**
Select the **View knowledge base** link in the left menu to get the URL. If you'd like to edit the subdomain (the portion before ".knowledgeowl.com"), refer to the instructions in [Customizing your self-assessment knowledge base](#).
- **Optional: Review the branding and title of your knowledge base.**
Refer to the instructions in [Customizing your self-assessment knowledge base](#) for changing various elements here.
- **Optional: Review the text of the homepage of your knowledge base.**
Refer to the instructions in [Customizing your self-assessment knowledge base](#) for changing various elements here.