

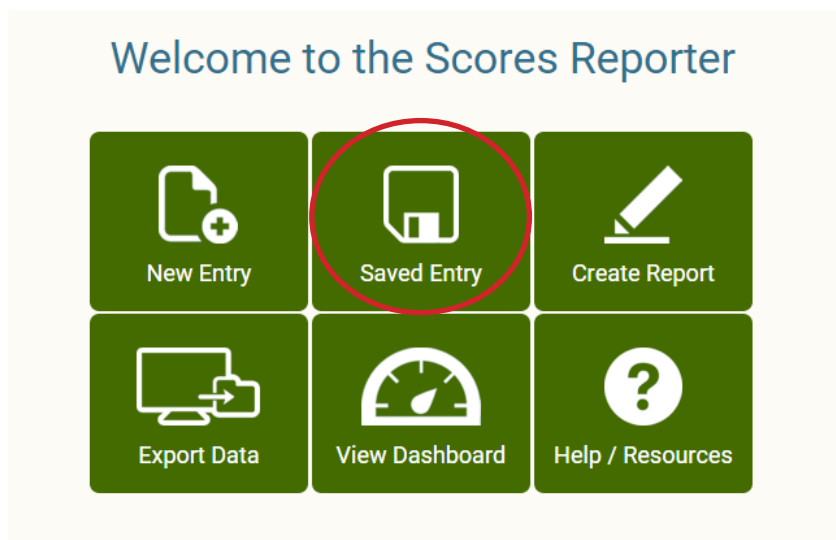
How do I access a saved or submitted form?

1 CLICK ON SAVED ENTRY FROM
THE MAIN MENU

2 VIEW SAVED FORMS

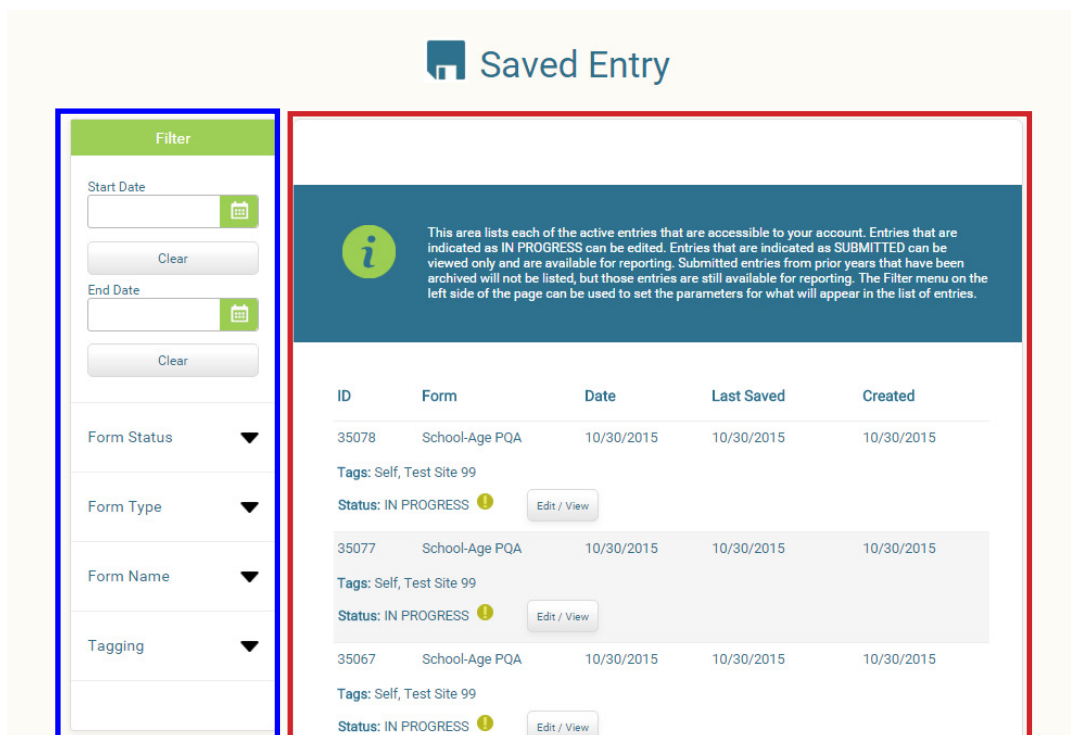
3 EDIT SAVED FORMS

- Once a form is saved you can navigate back to it from the homepage by clicking the 'Saved Entry' tile (circled in red below) located in the top middle of the tile cluster.

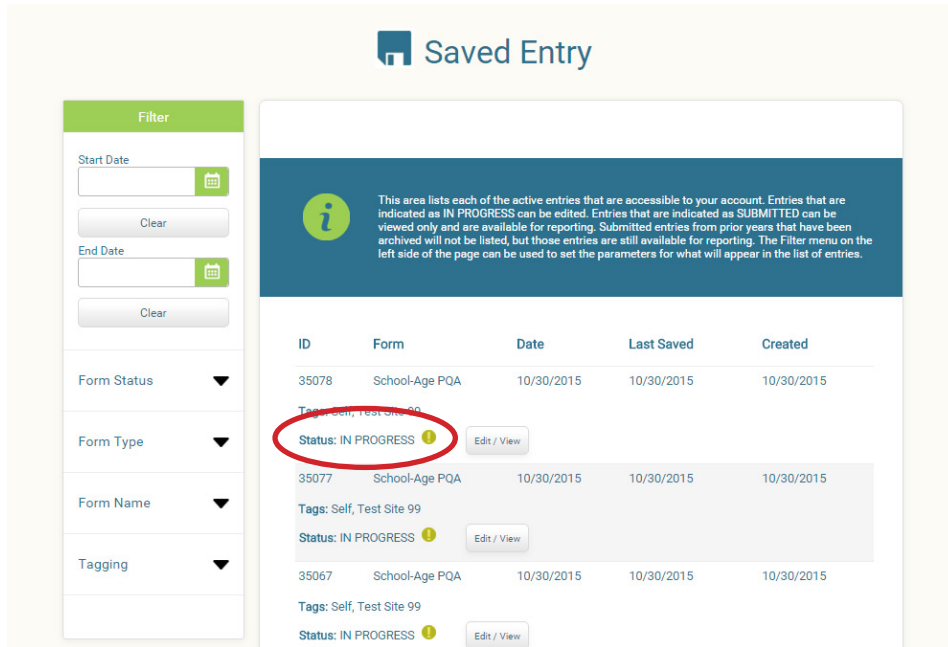


- This will bring you to the 'saved entry' page (depicted below) where you can view, sort, select, and edit any previously saved forms. Saved forms are displayed in the central section of the page (in the red box below) and may be filtered, in order to limit options and make forms easier to find, by using the filter panel located on the left of the page (in the blue box below).

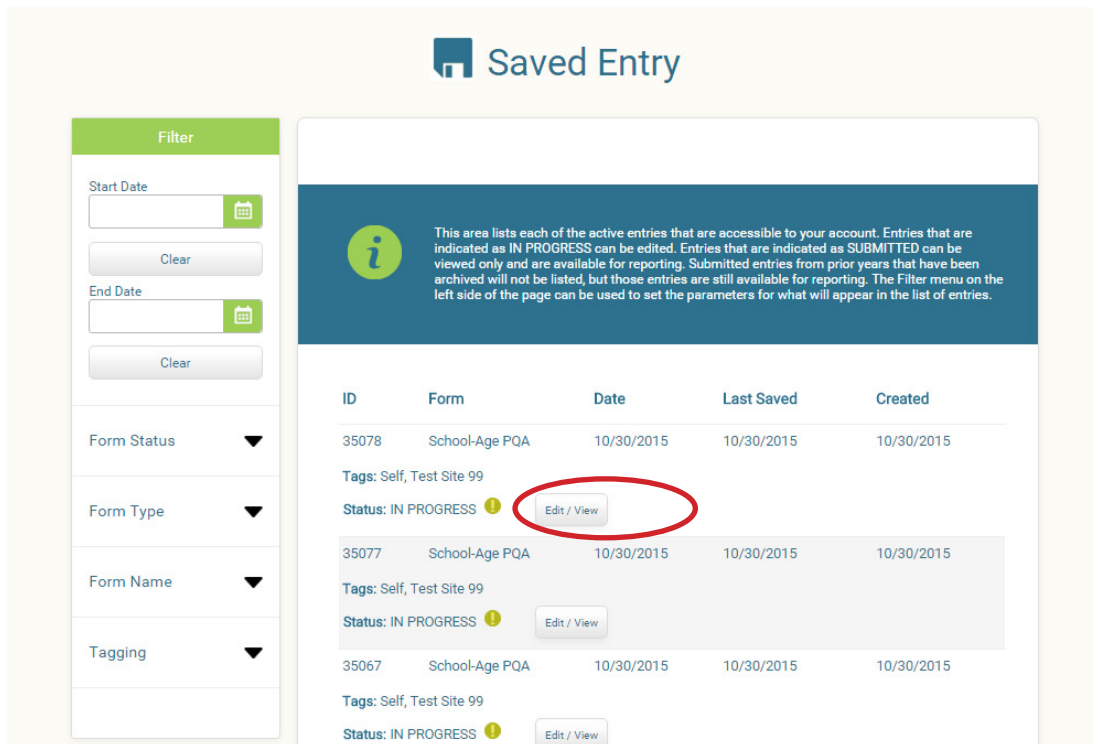
NOTE: In order to improve the efficiency of the filter option a user can filter by date started, date ended, form status, form type, form name, and form tag. While this is a useful tool, it is most effectively used by users who have many sites and many forms to filter through (i.e. if you do not have many sites or many forms it may be easier for you to simply scroll down to find the form you are looking for).



The progress of each form can be identified by looking at the 'status' label (circled in red below). A green "ü" will be present along with the word "submitted" when a form is complete and has been submitted, and a yellow "!" along with the words "in progress" when a form has been started but is either not yet complete (i.e. all of the necessary fields have been entered) or has not yet been submitted.




- From the saved entry page, forms may be accessed for editing by clicking the edit/view button next to the form status label (circled in red below)



This will bring you back to the index page from which you can click on any of the scale names (example in the red box below) in order to return to a particular section of the form for viewing or editing.

Youth PQA



NOTE: This entry has been started! Even if you provide no responses/scores at this time, this entry is saved and can be located in the Saved Entry area.

The index below outlines the progress of this entry. Scale/Section names can be selected as a shortcut to that portion of the form. The color and icon of each scale/section will adjust to correspond to the completion status of that scale/section. The sequence of items in this electronic form will match the sequence found in the paper form. In order for the form to be submitted, a response/score must be provided for all items not indicated as optional.

Network: Test Network
 Region: Test Region 9
 Organization: Test Org Z
 Site: Test Site 99
 Self or External: Self

- Observation Information and Details ⊗
- I. SAFE ENVIRONMENT
- Emotional Safety ✔
- Healthy Environment ✔
- Emergency Preparedness ✔
- Accommodating Environment ✔
- Nourishment i**
- II. SUPPORTIVE ENVIRONMENT
- Warm Welcome ⊗
- Session Flow ⊗
- Active Engagement ⊗
- Staff support youth in Skill-Building ⊗
- Encouragement ⊗
- Reframing Conflict ⊗
- III. INTERACTION
- Belonging ⊗
- Collaboration ⊗
- Leadership ⊗
- Adult Partners ⊗
- IV. ENGAGEMENT
- Planning ⊗
- Choice ⊗
- Reflection ⊗