

How do I save an entry?

1 START FORM

2 FORMS SAVE AUTOMATICALLY

3 SAVE A FORM MANUALLY BY
CLICKING NEXT

4 VIEW SAVED FORMS



1. When beginning a form, the form will save a copy the moment you click the blue 'Start Form' button (circled in red below) on the top of the index page (depicted below)

School-Age PQA

i 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

Start Form

Observation Information and Details ✕

I. SAFE ENVIRONMENT

Emotional Safety ✕

Healthy Environment ✕

Emergency Preparedness ✕

Accommodating Environment ✕

2. Forms save automatically every 30-45 seconds. The save status of a form in use can be found in the upper right corner (circled in red below). When a form is saved the button will be green and read "form is saved", when a form is not saved the button will be red and read "form is not saved."

Next

Index

Submit Form

Form is Saved

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

I. SAFE ENVIRONMENT

Emotional Safety

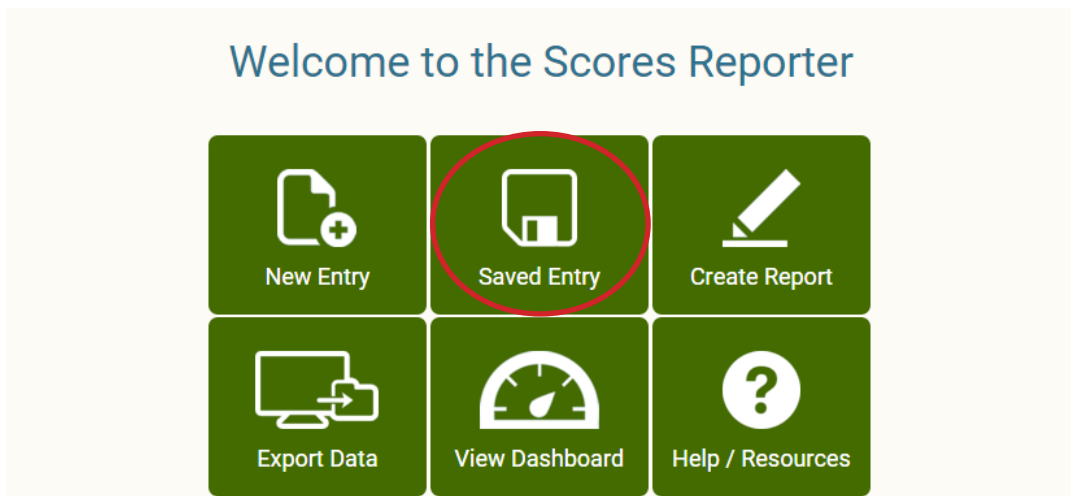
1. Positive emotional climate -

1. Supporting Evidence/Anecdotes

3. Forms can also be saved manually by clicking either the 'Next' button at the top left of the page (circled in red below) or the 'Index' button immediately next to it (circled in blue). Whenever either of those buttons is pressed the form will save and then direct you to that respective location (i.e. either the next page or the index).



4. Once a form is saved you can navigate back to it from the homepage by clicking the 'Saved Entry' tile (circled in red below).



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).

Filter

Start Date

Clear

End Date

Clear

Form Status ▼

Form Type ▼

Form Name ▼

Saved Entry

This area lists each of the active entries that are accessible to your account. Entries that are indicated as IN PROGRESS can be edited. Entries that are indicated as SUBMITTED can be viewed only and are available for reporting. Submitted entries from prior years that have been archived will not be listed, but those entries are still available for reporting. The Filter menu on the left side of the page can be used to set the parameters for what will appear in the list of entries.

ID	Form	Date	Last Saved	Created
35078	School-Age PQA	10/30/2015	10/30/2015	10/30/2015
Tags: Self, Test Site 99				
Status: IN PROGRESS Edit / View				
35077	School-Age PQA	10/30/2015	10/30/2015	10/30/2015
Tags: Self, Test Site 99				
Status: IN PROGRESS Edit / View				

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

Filter

Start Date

Clear

End Date

Clear

Form Status ▼

Form Type ▼


Form Name ▼

Saved Entry

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Tags: Self, Test Site 99				
Status: IN PROGRESS Edit / View				

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)




Saved Entry

Filter

Start Date 

Clear

End Date 


Clear




Form Status ▼

Form Type ▼

Form Name ▼

Tagging ▼

 This area lists each of the active entries that are accessible to your account. Entries that are indicated as IN PROGRESS can be edited. Entries that are indicated as SUBMITTED can be viewed only and are available for reporting. Submitted entries from prior years that have been archived will not be listed, but those entries are still available for reporting. The Filter menu on the left side of the page can be used to set the parameters for what will appear in the list of entries.

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Tags: Self, Test Site 99				
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Tags: Self, Test Site 99				
Status: IN PROGRESS 		Edit / View		
35067	School-Age PQA	10/30/2015	10/30/2015	10/30/2015
Tags: Self, Test Site 99				
Status: IN PROGRESS 		Edit / View		