

How do I know if my form has been submitted?

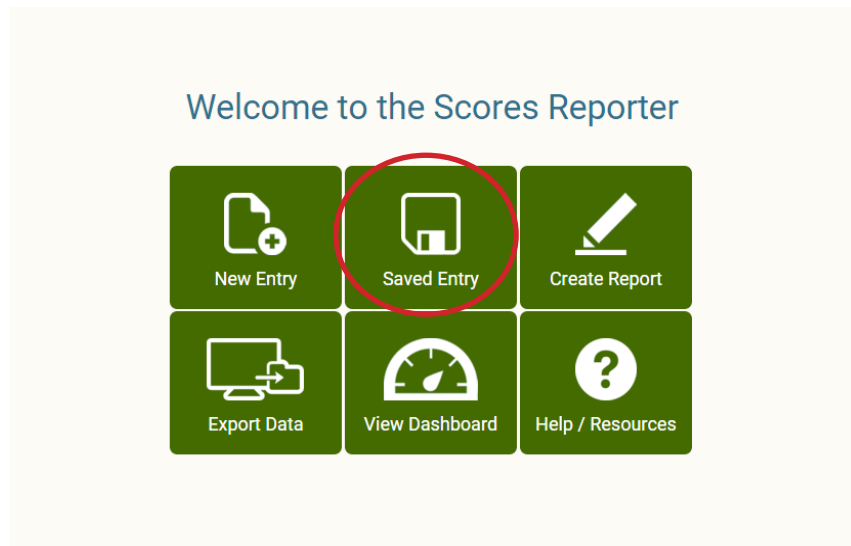
1 | CLICK ON SAVED ENTRY

2 | CHECK THE STATUS LABEL

3 | VIEW OR EDIT YOUR SUBMITTED FORMS

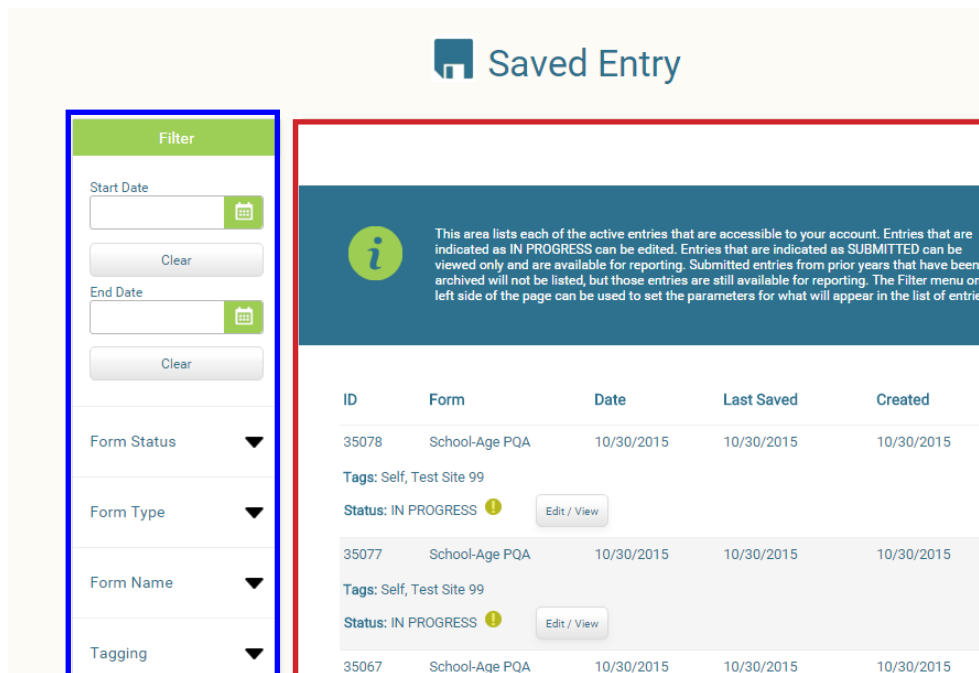


From the homepage, click the 'Saved Entry' tile (circled in red below) located in the top middle of the tile cluster.

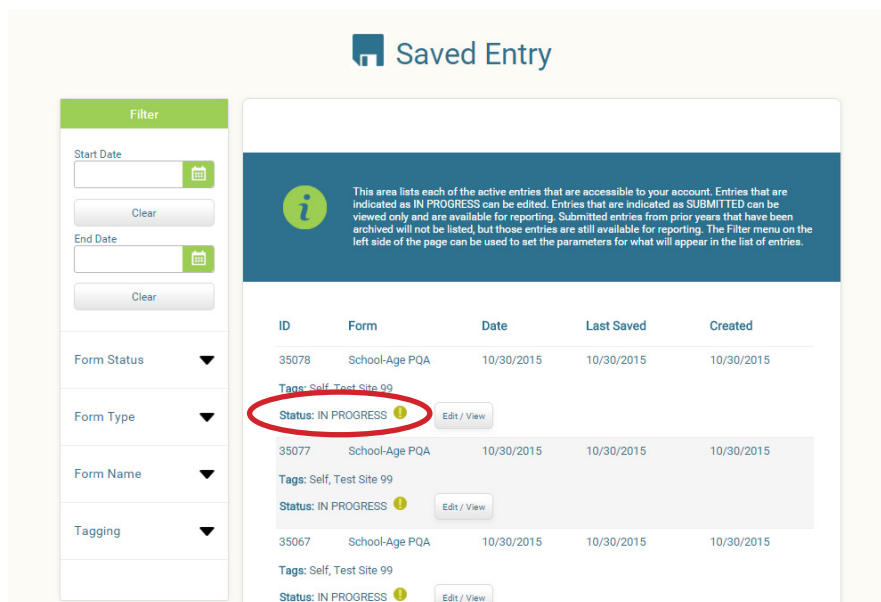


This will bring you to the 'saved entry' page (depicted below) where you can view, sort, select, and edit any previously saved forms. Saved forms are displayed in the central section of the page (in the red box below) and may be filtered, in order to limit options and make forms easier to find, by using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

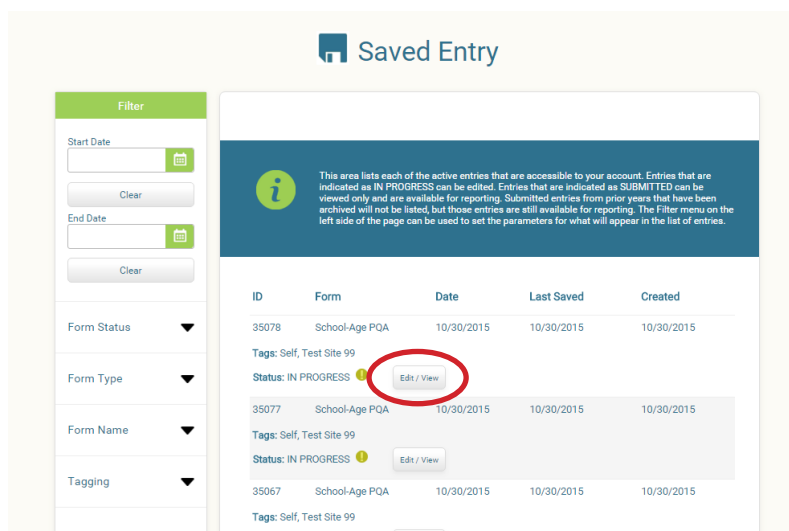
NOTE: In order to improve the efficiency of the filter option a user can filter by date started, date ended, form status, form type, form name, and form tag. While this is a useful tool, it is most effectively used by users who have many sites and many forms to filter through (i.e. if you do not have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



2. To check whether your form is submitted look at the 'status' label (circled in red below). A green "✓" will be present along with the word "submitted" when a form is complete and has been submitted. A yellow "!" along with the words "in progress" will be present 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.



3. If your form has not been submitted you can click the 'edit/view' button (circled in red below) in order to return to the form.



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

Youth 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

Observation Information and Details ⊗

I. SAFE ENVIRONMENT

- Emotional Safety ✔
- Healthy Environment ✔
- Emergency Preparedness ✔
- Accommodating Environment ✔
- Nourishment** i

II. SUPPORTIVE ENVIRONMENT

- Warm Welcome ⊗

Select a scale, even if you are only submitting. This will bring you to the page for that scale. When the form is complete and you are satisfied, click the 'submit form' button on the top of the page (circled in red below). If the form is complete your form is submitted! You can make sure that it submitted by following steps 1-3 of this tutorial.

Youth PQA

i This form is separated into multiple sections/pages. In order for the form to be submitted, all items not indicated as optional will require a response/score. The pages and items in this form can be completed in any order. The form will automatically save your responses every 45 seconds. Each page of this form will have a series of action buttons present at the top, as well as an indicator that shows the form's saved status. A save button, that will allow you to manually save this form, can be accessed by selecting the next button on the final page of this form. Not all form types can be submitted. If the form is eligible to be submitted, a submit form button will appear at the top of each page.

Next Index Submit Form Form is Saved

Network: Test Network
 Region: Test Region 9
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 Self or External: Self