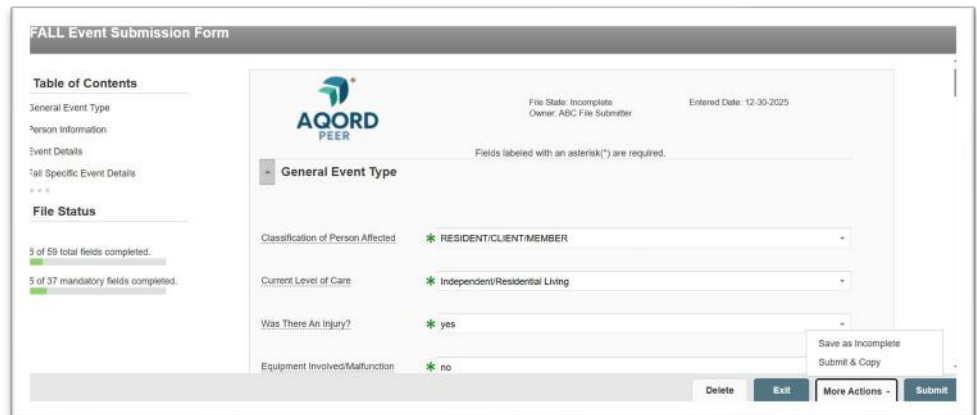


How to Save a File As Incomplete – And Find It Later

Important – A file that is saved as incomplete will NOT be accessible to any other files managers. Similar to a drafted email, it is not actually sent through the system until it is completed and officially submitted.

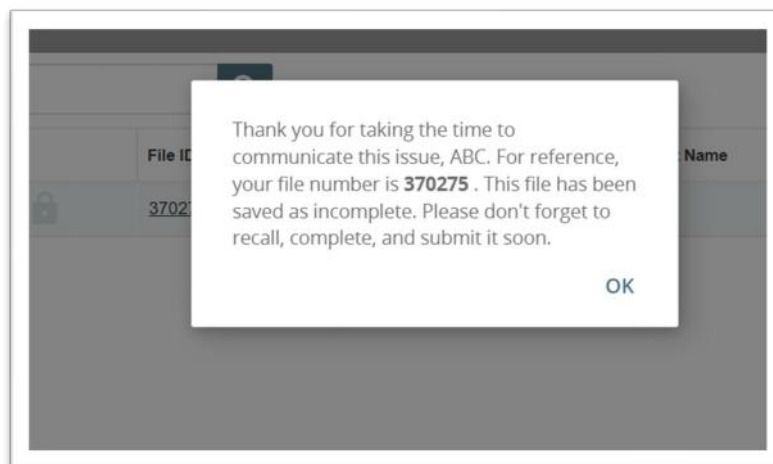
From the more actions link in the lower right, select “Save as incomplete”

The form can be saved as incomplete at any time.



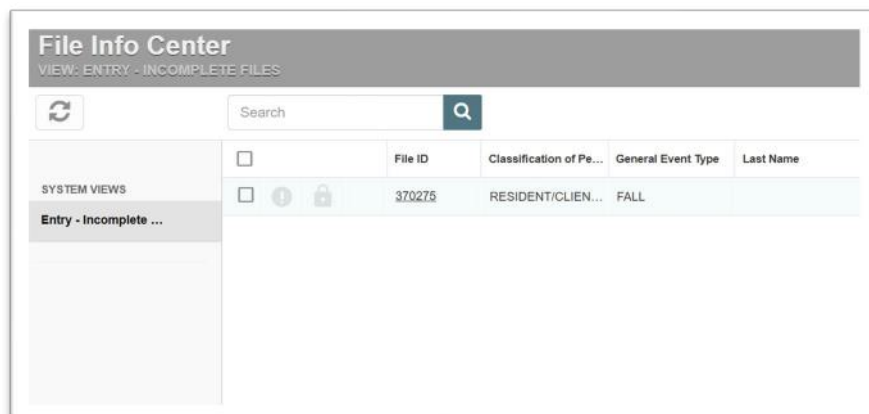
The message to the right will appear letting you know that the file has been saved as incomplete.

Click “ok”



In order to access the file later, navigate to the Info Center.

If you have more than one choice under “System Views,” make sure you are looking at “Incomplete Files.”



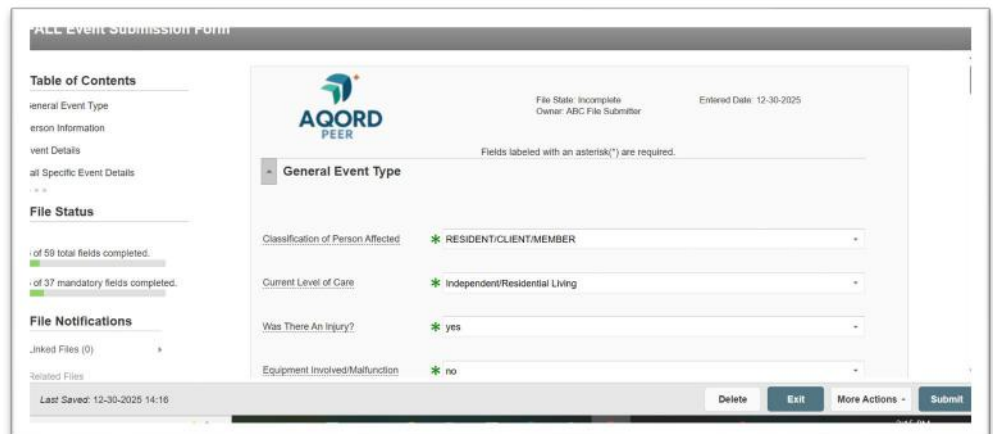
File Info Center				
VIEW: ENTRY - INCOMPLETE FILES				
	File ID	Classification of Pe...	General Event Type	Last Name
SYSTEM VIEWS				
Entry - Incomplete ...	370275	RESIDENT/CLIENT/MEMBER	FALL	

Click on the file number to open the event file.



	370275	Classification o
	<u>370275</u>	RESIDENT/CL

Complete all mandatory fields and click “submit”



Event Submission Form

File State: Incomplete
Owner: ABC File Submitter
Entered Date: 12-30-2025

Table of Contents

- General Event Type
- Person Information
- Event Details
- all Specific Event Details

File Status

1 of 59 total fields completed.

1 of 37 mandatory fields completed.

File Notifications

Linked Files (0)

Related Files

General Event Type

Fields labeled with an asterisk(*) are required.

Classification of Person Affected * RESIDENT/CLIENT/MEMBER

Current Level of Care * Independent/Residential Living

Was There An Injury? * yes

Equipment Involved/Malfunction * no

Last Saved: 12-30-2025 14:16

Delete Exit More Actions Submit