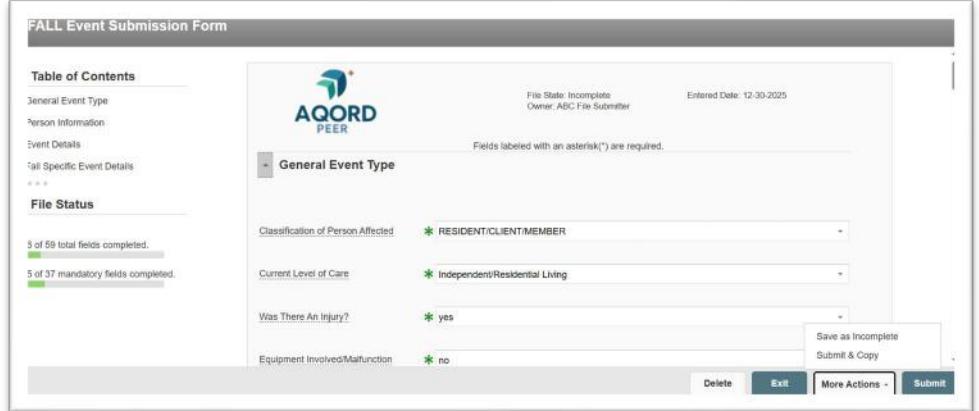


How to Save a File As Incomplete – And Find It Later

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”

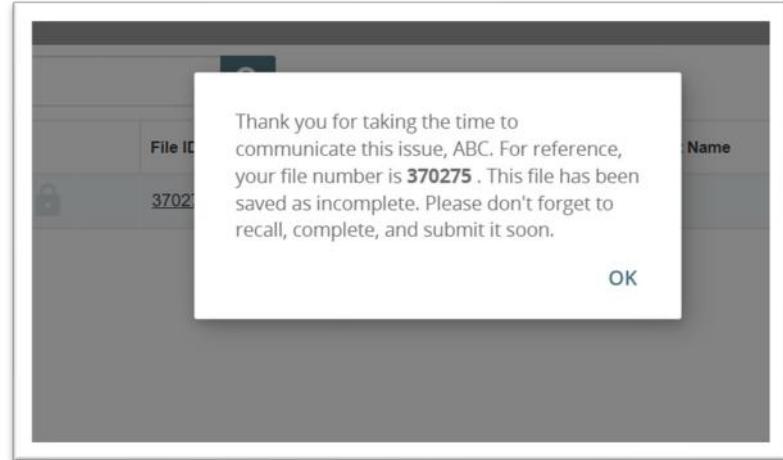
The form can be saved as incomplete at any time.



The screenshot shows the 'FALL Event Submission Form' with various fields filled out. In the bottom right corner, there is a button labeled 'Save as Incomplete'.

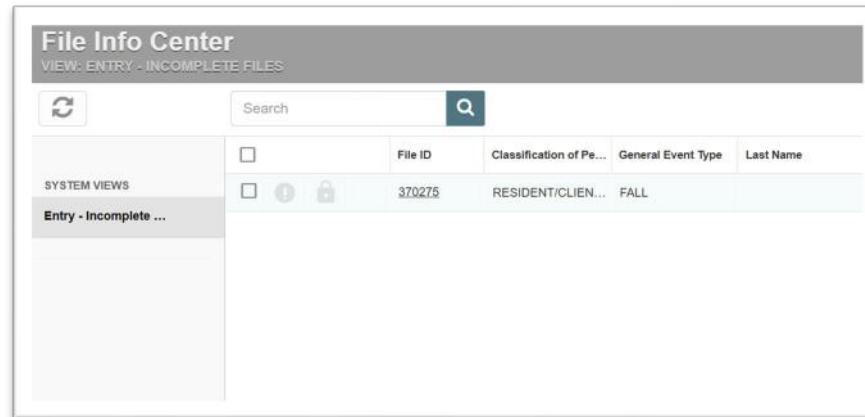
The message to the right will appear letting you know that the file has been saved as incomplete.

Click “ok”



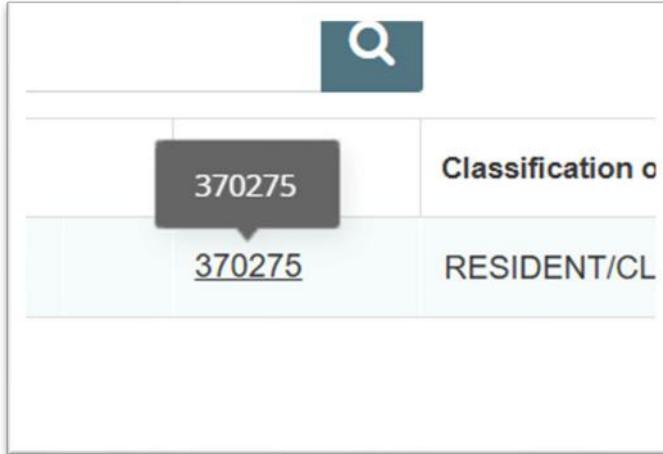
In order to access the file later, navigate to the Info Center.

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



The screenshot shows the 'File Info Center' with the 'Entry - Incomplete Files' view selected. A list of incomplete files is displayed, including one with File ID 370275.

Click on the file number to open the event file.



Complete all mandatory fields and click "submit"



Table of Contents

- General Event Type
- Person Information
- Event Details
- All Specific Event Details
- File Status

File Notifications

Linked Files (0)

Related Files

Last Saved: 12-30-2025 14:16

Classification of Person Affected: * RESIDENT/CLIENT/MEMBER

Current Level of Care: * Independent/Residential Living

Was There An Injury?: * yes

Equipment Involved/Malfunction: * no

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

Fields labeled with an asterisk (*) are required.

Delete Exit More Actions Submit