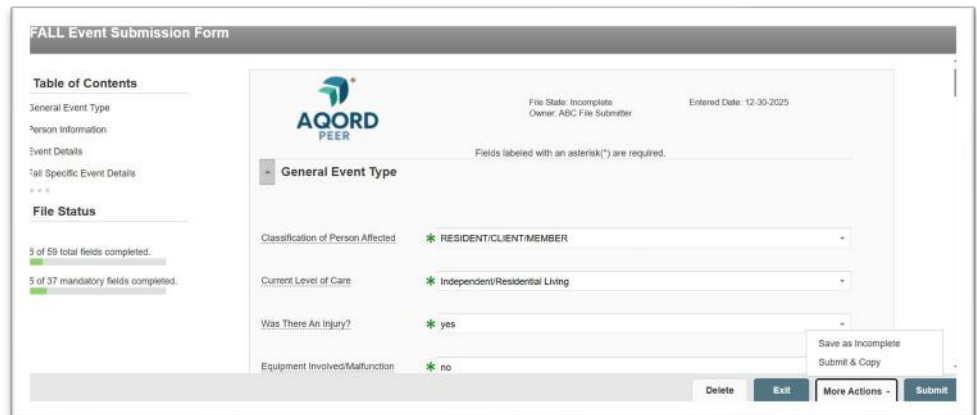## **How to Save a File As Incomplete – And Find It Later**

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.
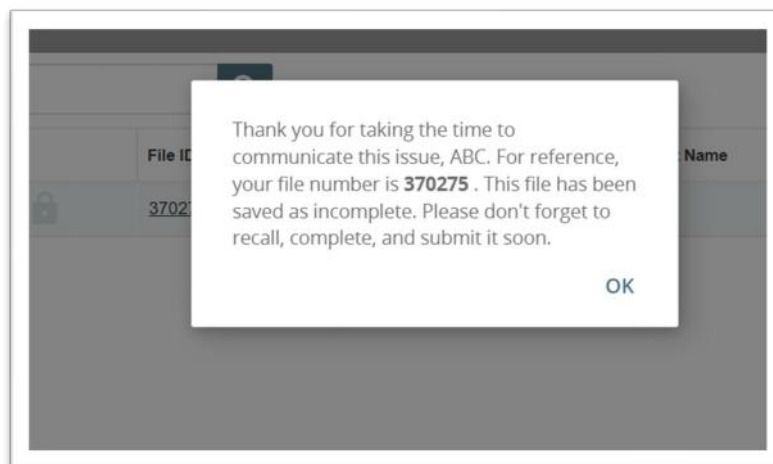
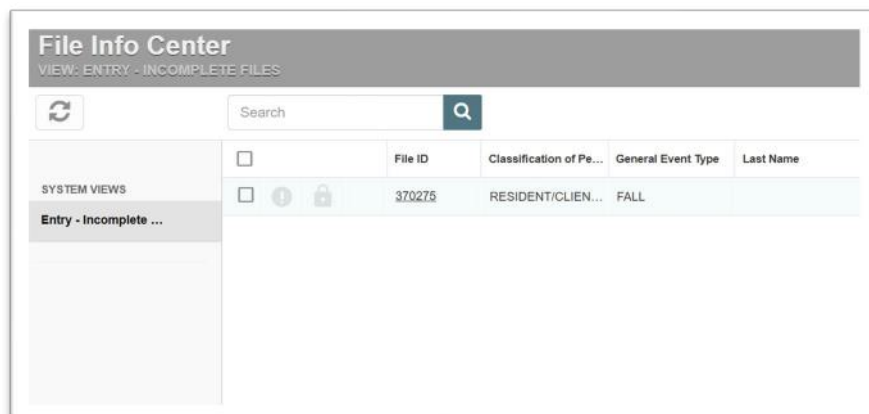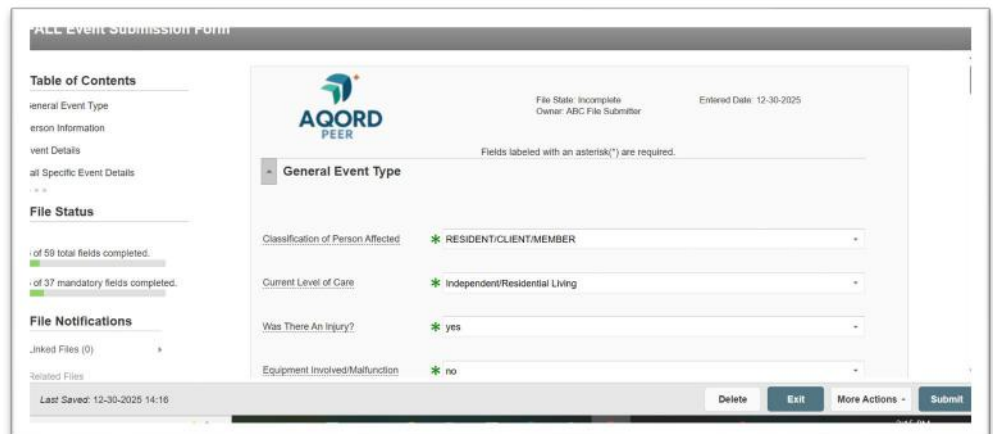|	
From the more actions link in the lower right, select "Save as incomplete" *The form can be saved as incomplete at any time.*	
The message to the right will appear letting you know that the file has been saved as incomplete. Click "ok"	
In order to access the file later, navigate to the Info Center. If you have more than one choice under "System Views," make sure you are looking at "Incomplete Files."	

Click on the file number to open the event file.	
Complete all mandatory fields and click "submit"	