

***MyTDEC Forms Application:
Saving a Form for Later***

December 7th, 2020

Version 1.2

How do I save a form for later?

Overview

The following document will provide step-by-step guidance on how to stop working on a form and save it for later on the MyTDEC platform. Following these guidelines will result in your ability to pause work on forms, find your form submission history, and return to forms to complete later.

Step-by-Step Guide

Step 1 – Saving a Form

While working on a form or application, you can save your progress at any point by clicking on the **Save Progress** button in the top right corner of the form.

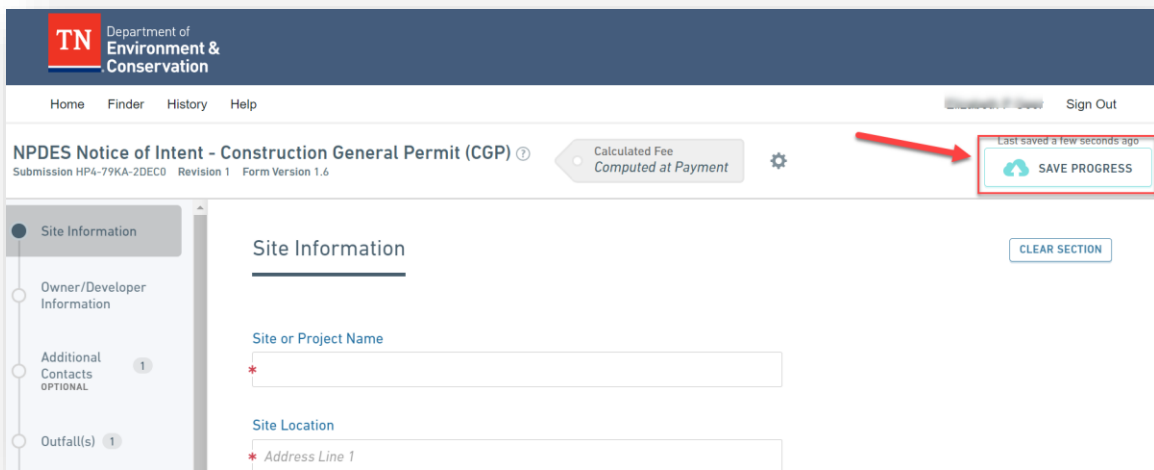


Figure 1 Save Progress within a Form or Application



Step 2 – Coming Back to a Form

After saving your progress and exiting the form, you can return to it at a later date. To find this form again, simply click on the **“History”** tab from your dashboard. You will be redirected to your **Submission History** dashboard. Under the **Status** column, select the form that is still a draft by clicking on the **pencil icon** to continue editing.

Note: Forms are also automatically saved as you progress through the form. Although, it is always recommended to save the forms to avoid losing information.

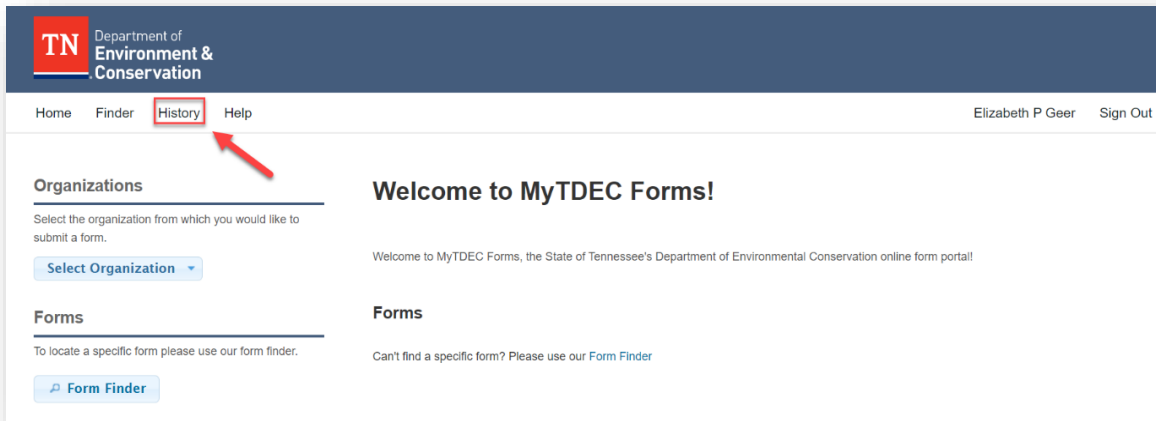


Figure 2 Selecting “History” from MyTDEC Forms Homepage

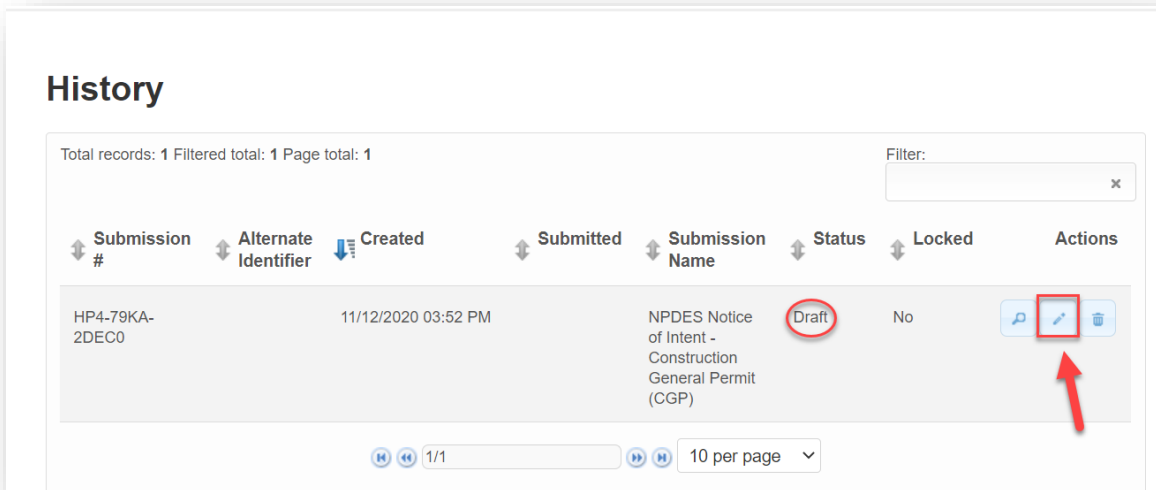


Figure 3 Draft Form Edit Control