

“Save and Resume Later” Referral instructions

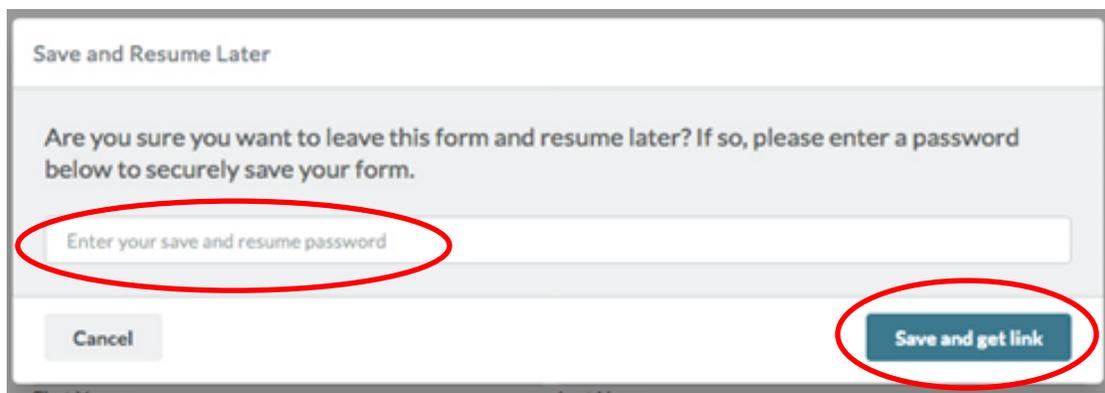
The end user will be able to save their partially completed form by capturing the unique form URL that can later be used in their web browser. This link can be emailed to the form user when requested by the user. It can also be copied and pasted into a file and saved for later use. When ready to revisit the form, simply click on the link and it will be displayed in your web browser or copy and paste the unique form URL into a browser. The form will reload starting at the top page with any fields that had already been filled in. Here are some functional procedures you will need to be aware of:

1. **You will have 30 days to return and finish filling out the form**, after which time the data will be lost. This timer is reset every time the user re-saves the form.
2. For student safety, you will have to enter a password. You have to remember this password to get back the saved form. There is no way to recover the password. Forgetting or losing the password will require you to re-start the submission. We suggest using a password that is well known to you like your login password.
3. If any changes are made to the form after re-accessing it with the saved URL link and you wish to **Save and Resume Later** subsequent times, you will need to re-select the **Save and Resume Later** button and get your new link to the saved form. At this point you must use the new link. The old link remembers the old form.
4. Upon selecting the **Save and Resume Later** button, your form will be saved without any validation. That means empty or incorrect entries will be saved without question. This is helpful when you don't know the answer to an item and have to go research it and enter it later. Validation will be performed when the **Next** and **Submit** buttons are selected. **You will have to reenter any uploaded files every time. The **Save and Resume Later** feature will not remember them.**
5. If you do not need to **Save and Resume Later** on the current page, just select the **Next** button. The **Next** button will validate the field values on the current page and go to the next page. It will not go to the next page until the current page has no validation errors.
6. When the last page is reached and your form is complete, you must select the **Submit** button. There is no **Save and Resume Later button on the last page**. This will save your data in the *School Age Request For Services* system and send out the confirmation emails to the designated parties. Once **Submit** button is pressed, any prior URL links to the form will become inactive.

There is a Progress indicator which shows you how close you are to completing the form.



The image shows a horizontal header bar. On the left side, the text "Save and Resume Later" is underlined and circled in red. In the center, there is a progress indicator consisting of a small grey square followed by the word "Progress". On the right side, there is a button labeled "Next »" which is also circled in red.



The image shows a modal dialog box titled "Save and Resume Later". The main text inside the dialog asks: "Are you sure you want to leave this form and resume later? If so, please enter a password below to securely save your form." Below this text is a text input field with the placeholder text "Enter your save and resume password", which is circled in red. At the bottom left of the dialog is a "Cancel" button, and at the bottom right is a "Save and get link" button, which is also circled in red.

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<https://fscs.formstack.com/forms/?i-2912289-e6XnYH7x6Z>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Send save and resume link