## Working with Drafts

### Purpose:
PAR documents can be saved as a draft and will appear in **My Inbox** for completion. The draft can also be edited from the PAR home page in which you are initiating and approving.

For example, input information to start the Part-time Faculty Pay process for an employee. Information regarding the employee is listed at the top of the page.

Complete the bottom portion of the page. Note: all required fields (*) must be completed.

To save as Draft, click the icon below on bottom right-hand corner of the screen:

![Save Draft Icon](image)

A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.

If Yes is chosen, the following appears:

- **Processing successful.**
- **View Prior Form Submissions**

If No is chosen, the information will remain on the page, and a draft will not be saved.
Proceed to **My Inbox** to complete the details of the PAR.

<table>
<thead>
<tr>
<th>Draft: Fred T. Johnson: Part-time Faculty Pay - Change Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow System</td>
</tr>
<tr>
<td>Status: Ready</td>
</tr>
<tr>
<td>Priority: Medium</td>
</tr>
<tr>
<td>Created on Jan 17, 2024, 3:32 PM</td>
</tr>
</tbody>
</table>

You saved a draft for the process start. Take the necessary actions to further process the draft.
To complete the details of the PAR, click on the **Open Task** icon, located on the bottom-right hand corner of the screen.

**Open Task**

Once the task is open, the information previously input appears.

To delete the draft, click on the **Delete Draft** Icon, located at the bottom right-hand corner of the screen.

A confirmation question will appear. Click **Yes** to proceed with saving as a draft, or **No** to cancel saving as a draft.
If Yes is chosen, the following appears:

```
Processing successful.
This window may now be closed
```

If No is chosen, the information will remain on the page.

Proceed to add or change information on the screen. Note: all required fields (*) must be completed. For the information to workflow for approval, click on the **Check for Submission** icon, located at the bottom right-hand corner of the screen.

```
Check for Submission
```

Once all information is added/changed, the options will appear at the bottom right-hand corner of the screen.

```
Edit  Confirm and Submit
```

Click **Edit** to further edit the document. The previous screen will re-appear to edit the document.

Click **Confirm and Submit** for the document to workflow for approval. The following message appears:

```
Processing successful.
This window may now be closed
```