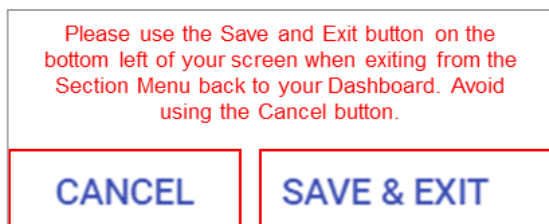


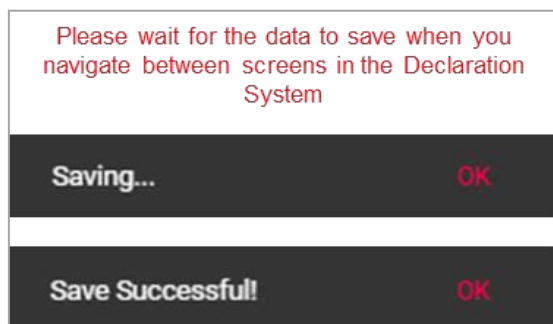
How To Save Your Current Progress

It is recommended that you always save your progress if you need to go offline, step away from your computer or come back to your session at a later time.

- Always use the **Back to Menu** or **Save & Exit** buttons on the bottom left of your screen before you leave the session.
- Avoid using the Cancel button or closing your browser without saving as you will lose any unsaved work.



1. When entering data in a section and returning to the section menu, wait for the onscreen loading message to say, "**Save successful**". Do not perform any system operations, enter data, or click on another Section or Task while saving is under way.



2. You can also download a PDF copy of your Declaration Form at any time by clicking the **Download PDF** button which is available on the Menu Page and within every section of a Declaration form.



3. '**Download PDF**' will generate the contents of the entire Declaration Form, including all the Sections within it, as a PDF document.

Please note: the PDF document will only include data that was entered on-screen, noting that if you used on-screen grids to declare assets, vehicles, etc. that the PDF is limited to only printing 100 rows.

If any Excel templates are used, or other documents attached, the user should also save a separate copy as these will not be displayed within the PDF.