

Purpose

The purpose of this Shortcut is to provide quick tips to facilitate actions in the inForm tool.

Summary

The following are “zippy tips” to remind you of functions and features in inForm that may facilitate your experience with the tool.

- **Review the Report Sections box for accuracy**
 - The light blue box centered at the top of the Report screen summarizes selections made in Forms Selection. Review this information before continuing to the next step.
 - If an entry is incorrect, click the link to the left of the entry to correct it. The link will take you to the appropriate screen to edit the information.



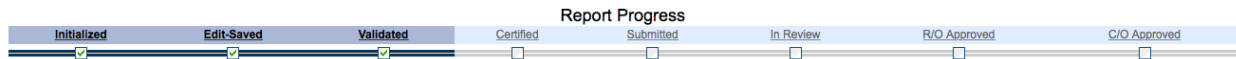
- **View Help reference information**
 - The Page Help button is shown as a blue question mark in a circle in the upper right of several screens.
 - This button provides access to reference information regarding the page to facilitate actions on the page.



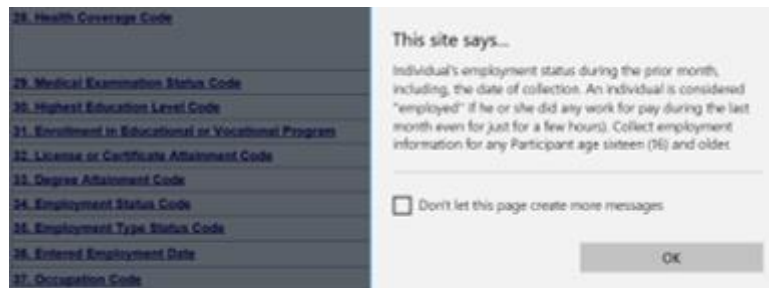
- **Use the navigation bar, not the back button**
 - Using the navigation bar results in a more seamless encounter with the inForm tool. The tool was created to move through screens by using the navigation bar rather than the back button.



- Refer to the Report Progress bar
 - The Report Progress bar identifies completed and future steps of the report you are currently creating or revising.
 - Check the Report Progress bar for a reminder of where the report is in the submission process.



- Access definitions by clicking on blue underlined text
 - Text that is in dark blue underlined font provides access to definitions of the underlined text.
 - Click the text to access a pop-up box that provides definitional information.



- Save and save often
 - Saving data will prevent losing work.
 - Prevent losing data, particularly due to power losses or “timing out” of inForm, by regularly saving work.



- Use End OLDC to terminate a session
 - The End OLDC button is found in the upper right of each inForm screen. It is also the fourth feature in the menu on the Home Page.
 - Use this option to end an inForm session.

