

**Jobs@ Quick Reference**  
**POSITION DESCRIPTION – SAVING YOUR WORK**

**SAVING YOUR WORK** – If you need to stop at anytime, prior to completing all of the content tabs of the position description, follow these steps:

1. Complete the information on the required fields for the tab that you are working on. (Important – **DO NOT** select '**Continue to Next Page**').
2. Click '**Preview Action**' (or '**View Action Summary**'), located at the bottom of each page.
3. This prompts you to a page where you can select a change in 'Action Status', select '**Save Action without Submitting**'.
4. You will then receive a confirmation page, click '**Confirm**' and your work will then be saved.
5. The position description may then be retrieved by selecting '**Pending Actions**' to further complete.