

USING DRAFTS AND MY TEMPLATES

For Technical and Non-Technical Issues

Contact [ATL311.com](https://atl311.com) or **404-546-0311** to create a case.



USING DRAFTS AND MY TEMPLATES

1. From your **Dashboard**, navigate to your username in top right corner.
2. Click on your username.
3. Select **Saved Work**.

The screenshot displays the ATLCORE Business Licensing & Permitting Portal dashboard. At the top left is the logo for the City of Atlanta, Georgia, with the text "RESURGENS ATLANTA 1797" and "ATLCORE BUSINESS LICENSING & PERMITTING PORTAL". The top right corner shows the user's name "Freddie Mertz" and a shopping cart icon with "1" item. Below the header is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Search, and Calendar. A blue banner below the navigation bar contains the text "0311. ALL Application and Zoning fees are nonrefundable processing fees." The user menu for "Freddie Mertz" is open, showing options: My Account, Personal Info, Addresses, My Invoices, My Businesses, Saved Work, Contact Manager, and Log Out. A red arrow points from the "Freddie Mertz" dropdown menu to the "Saved Work" option.

USING DRAFTS AND MY TEMPLATES (cont'd)

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar

Saved Work

MY TEMPLATES MY DRAFTS

My Templates

Module All Sort Template Name

Module	Template Name	Type	Last Update	Action
License	Consumed on Premise	Alcohol License - Consumed On-Premise	09/15/2021 10:03 AM	Use Update Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

Saved Work

MY TEMPLATES MY DRAFTS

My Drafts

Module All Sort Module

Module	Type	Last Update	Action
License	General Business License - Other Services except Public Administration	09/20/2021 12:50:43 PM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

3. From My Templates, select either **My Templates** or **My Drafts**.

4. Select **Resume** to continue entering a previously started license. (The template/draft would have been saved by clicking templates/draft at the bottom of the page while entering the original license.)

5. Select **Update** to make changes to a previously saved template/draft.

6. Select **Delete** to remove this version of the templates/draft completely. (Once deleted, it cannot be retrieved).