USING DRAFTS AND MY TEMPLATES

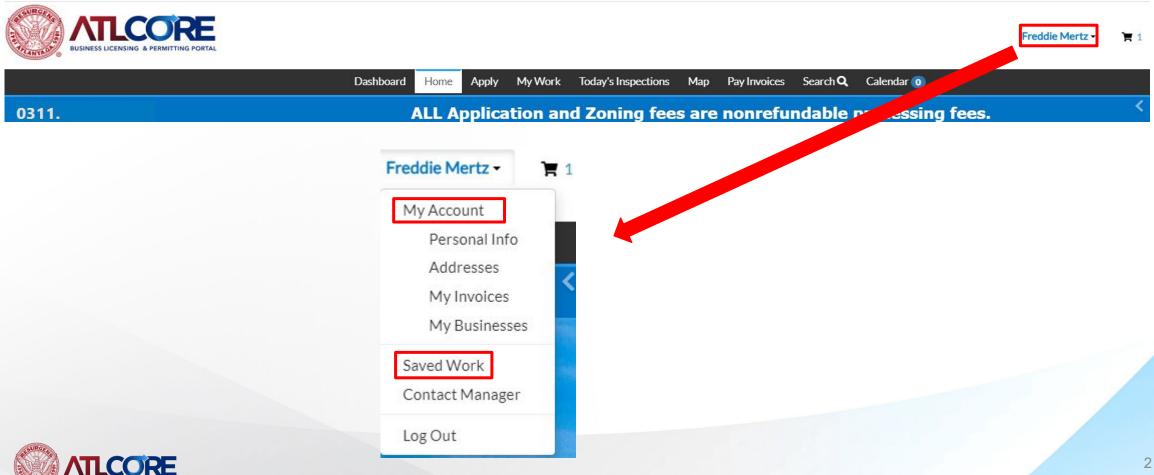
For Technical and Non-Technical Issues Contact ATL311.com or 404-546-0311 to create a case.



Rev 12/2023

USING DRAFTS AND MY TEMPLATES

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



USING DRAFTS AND MY TEMPLATES (cont'd)

	Dashboard	Home	Apply	My Work	Today's Inspections	Мар	Pay Invoices	Search Q	Calendar 🧿
Saved Work	MY DRAFTS								
My Templates									
Module All ~									Sort Template Name
Module Template	Name	Туре			Last Update		Action		
License Consume	d on Premise	Alcohol I Premise	_icense - (Consumed On	- 09/15/2021	. 10:03 Al	M Use	Upda	te Delete
Results per page 10 V	1-1of1 <<	< 1	> >>	•					
Saved Work	MY DRAFTS	7							
My Drafts									
Module All ~								Sort	Module ~
Module License	Ge	r pe eneral Busin ervices excep		se - Other Administration	Last Update 09/20/2021 12:50:43	B PM	Action		ete
Results per page 10 - 1	-1of1 << <	1 >	>>						
	LCORE For Technical and Non-Technical Issues Contact ATL311.com or 404-546-0311 to create a case								

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).