

## **Petition Drafts**

State PAWS Users can save their progress on petitions they are working on prior to submission and then go back and finish their work. However, these records are designed to be temporary and don't constitute any official submission until the draft is submitted.

Some major things to keep in mind:

1. Using the hyperlink headers in the petition workflow will allow a user to bypass the normal completion checks prior to submission and fill in the information they can as they are working on their petition.
2. There are no fields that are required before saving a draft, but consider entering enough information to allow you to know what that draft petition is about.
3. Once a draft is started, you have seven days to submit the petition. If you do not complete the petition in that time, the draft is automatically deleted.
4. Drafted petitions cannot be seen by any other users other than yourself until they are submitted.
5. Drafts do not save automatically.

Because petition drafts receive a petition number, keep in mind that creating large number of petition drafts may be confusing to other users as petition numbers will skip significantly in their view. Thus, only create a petition draft when it contains some meaningful work that needs to be retained for later.