

Mosaic Autosave Functionality

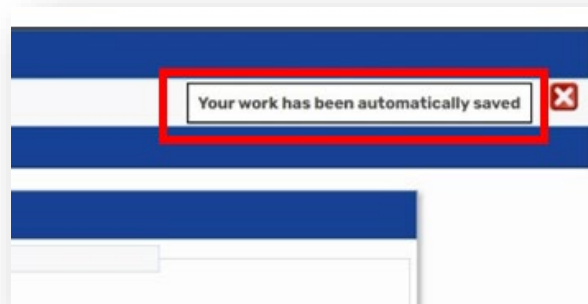
We have an autosave functionality in workflow steps and stand-alone forms, on Mosaic. This means your workflow step will automatically save at intervals.

The advantage of this is that you won't lose work if the system crashes or if you have connection issues, as it will have regularly been saved on your behalf. You can of course continue to save using the workflow toolbar if you wish.

How will I know it has been saved?

When autosave is enabled, the process allows for open workflow steps or standalone forms to be saved at a pre-set interval (every 20 minutes). The timer is started once a workflow step is started.

When autosave is triggered, a message will be displayed in the top right hand corner informing you that the work has been automatically saved:



Please be aware:

- Early next actions (send immediately selections) and requests can also be triggered by autosave, a message will appear to make workers aware of this.
- Autosave does not apply to case notes.
- If you have opened a workflow step to explore what it is within, and have no intentions of completing it/ it's not needed/ it's not allocated to you, keep an eye on how long you have it open for. Once it's saved, it's allocated to you and we will need to either get IT to delete this, or reassign it to a worker (incomplete workflow steps cannot be reassigned to a team folder once started and saved).
- Purchasing workflow steps are exempt from autosave.