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# How to Save and Resume a Draft of a Record in the Storefront



Seth

13 days ago · Updated

If you are an applicant and you need to stop midway through an [application](#) and save your work, you can always click the "Save Draft and Exit" button in the top right corner of your screen.

City of ViewPoint

My Account Search Josh

Have a project #?

Excavation Permit

Project Info

Project Cost \*

Dig Safe # \*

Completion Date

Road Type \*

Start Date

Purpose(s) of excavation

Step 3 of 7 · Save Draft and Exit

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Support

- To resume working on this application, you will navigate to your "My Account" page in the Storefront and go to your Applications. Your drafts will be listed along with the rest of the records you have submitted. And you can always stop and save again at any time prior to submitting the application. Please note that if you do resume your application, you will start on page one and will just need to click "next" to pick up where you left off. Even though you are starting on page one, all of your data will still be saved for the subsequent pages.

City of ViewPoint

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Your Applications

ID	Type	Location	Date Created	Status
-	Excavation Permit			Draft 
-	Business License			Draft 
-	Electrical Permit			Draft 
				
				
				

- If you would like to delete a draft in the Storefront, you will navigate to your Applications page and click on the trash can icon to the right of the application information field.

-   Electrical Permit

Draft 

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9/24/2020, 9:59 AM

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✕ No

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