

## Saved Applications

The **Saved Applications** menu lists the applications you have saved to complete at a later date.

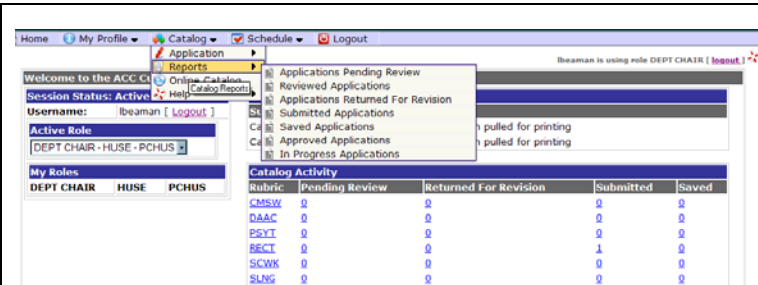


Figure 44 – Select Saved Applications

ID	Type	Summary	Status	Saved On	Action
1332	NEW	SLNG-1309 will be created	REQUESTOR - SAVED	12/21/2006 1:59:08 PM	[ Edit ]

Figure 45 – Your Saved Applications

1. Select **Saved Applications** from the **Report** drop down menu.
2. This screen displays all applications that have been saved and not submitted.
3. The application opens with the information you entered previously already filled in. Make changes to the application. See the [Course Field Definitions](#) for definitions of the course detail fields.
4. Click **Save and Close** to finish the application at a later date, or click **Continue Course Application**.
5. Review the application for changes and enter a justification for the application. Click **Submit Application**. The application is submitted for review.

**Note:** Saved courses will be deleted from the system after 60 days.