How To Use the Page Jumping Feature

The Page Jumping feature allows PIs and Collaborators to move throughout the New Protocol Submission without having to complete each section first. However, PIs will not be able to submit their form until all required fields have been completed.

1. From the Home screen, Under the Actions menu, select Start xForm

2. Choose the appropriate New Protocol Submission according to the location of the research:
3. Select the drop-down arrow near the top, center of the screen to see all available pages.

4. You can select any of the pages on the list to “jump” to that page.
   - You cannot simply use the “Next” button to move away from an incomplete page as an error message will alert you that the page is not complete.
   - You must use the drop-down box if you wish to move beyond an incomplete page.
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5. If you try to submit an incomplete form, an error message along with a list of incomplete pages/questions will display.
6. If an error page displays, simply click on the page link in the error message to return to the incomplete page.
7. Once all pages are complete, select “Check and Submit Form” at the bottom of the drop-down list.
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