

Instructions for Properly Submitting and Saving Your Form to Allow Editing After Submission

The last question of the Status Animarum Report allows you to indicate to the Chancery Staff if your parish's report is In Progress, Reviewing or Complete; and also provides instruction on what you should select on the next screen in order to be able to edit your response after submission.

The full questions is:

This question allows you to provide **your** status of completing your parish's report - similar to a "save and complete later" option. Select the choice that best fits the progress of **your** report.

After this question, choose "**Send me an email receipt of my responses**" and then choose **Submit**.

***On the next screen, select "**Save my response to edit**" to create a link under your "Forms" for quick access to the filled form so you can return to the Form to edit your responses (if needed) until you are ready to select **Complete**. On return, this question should be updated by you to indicate your report status.

On the next screen, you will have also have an option to **Print or get PDF of answers**.

Be sure to select the following options:

130. Status Animarum Report - In Progress, Reviewing or Complete *

This question allows you to provide **your** status of completing your parish's report - similar to a "save and complete later" option. Select the choice that best fits the progress of **your** report.

After this question, choose "**Send me an email receipt of my responses**" and then choose **Submit**.

***On the next screen, select "**Save my response to edit**" to create a link under your "Forms" for quick access to the filled form so you can return to the Form to edit your responses (if needed) until you are ready to select **Complete**. On return, this question should be updated by you to indicate your report status.

On the next screen, you will have also have an option to **Print or get PDF of answers**.

☐ **IN PROGRESS** - I will return to make changes

☐ **REVIEWING** - I am sharing with others for final review and approval

☐ **COMPLETE** - No additional changes are required, my report is FINAL

☐ Send me an email receipt of my responses

Back Submit

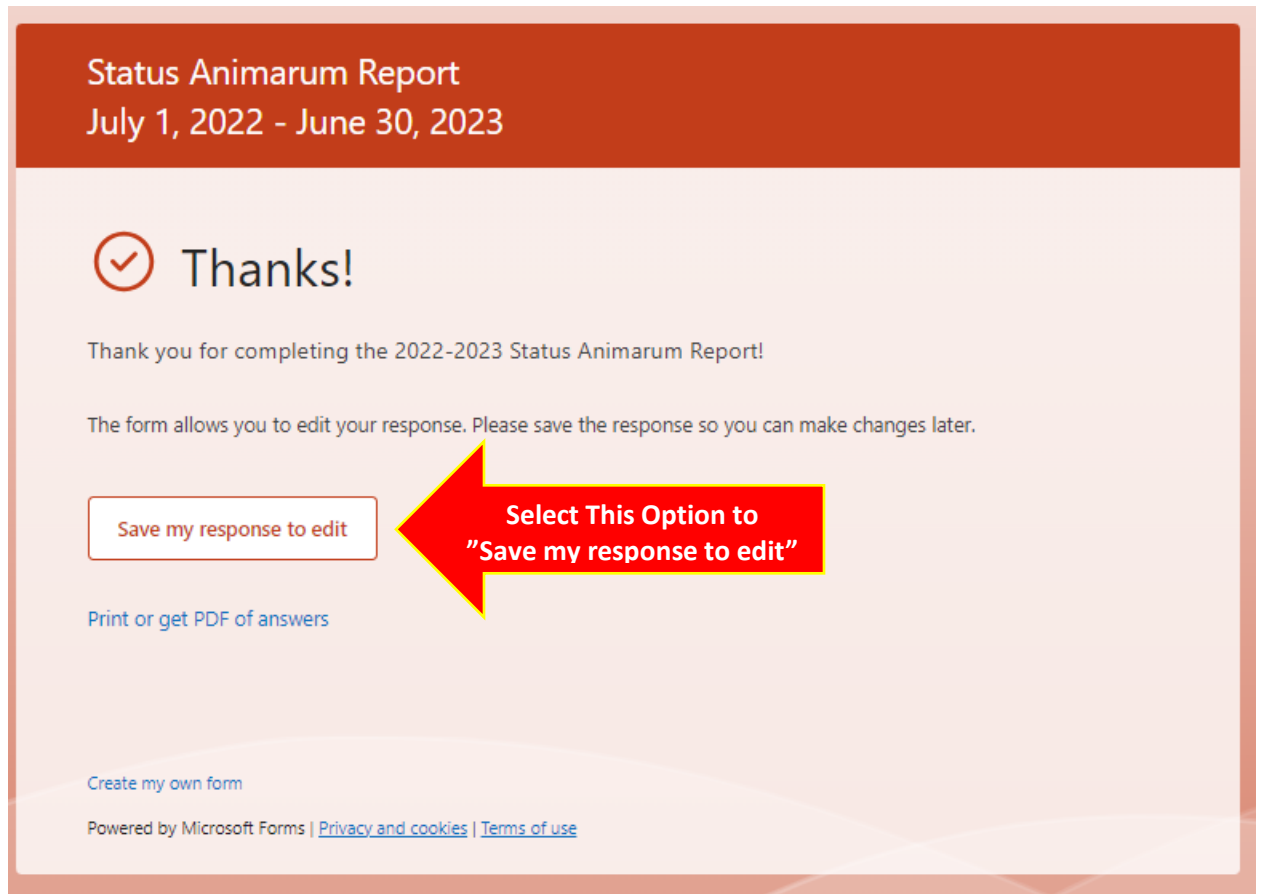
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Select This Checkbox (arrow pointing to the checkbox)

Then Select Submit (arrow pointing to the Submit button)

You will be on to the "next screen".

You will see the following screen (or very similar). If you want the ability to edit your responses, be sure to select **Save my response to edit!!**



The screenshot shows a web interface for a 'Status Animarum Report' covering the period 'July 1, 2022 - June 30, 2023'. It features a 'Thanks!' message with a checkmark icon, followed by a thank-you note and a statement that the form allows for editing responses. A button labeled 'Save my response to edit' is highlighted by a large red arrow pointing to it from the right. The arrow contains the text 'Select This Option to "Save my response to edit"'. Below the button are links for 'Print or get PDF of answers', 'Create my own form', and footer information including 'Powered by Microsoft Forms' and links to 'Privacy and cookies' and 'Terms of use'.

Status Animarum Report
July 1, 2022 - June 30, 2023

✓ Thanks!

Thank you for completing the 2022-2023 Status Animarum Report!

The form allows you to edit your response. Please save the response so you can make changes later.

Save my response to edit

Print or get PDF of answers

Create my own form

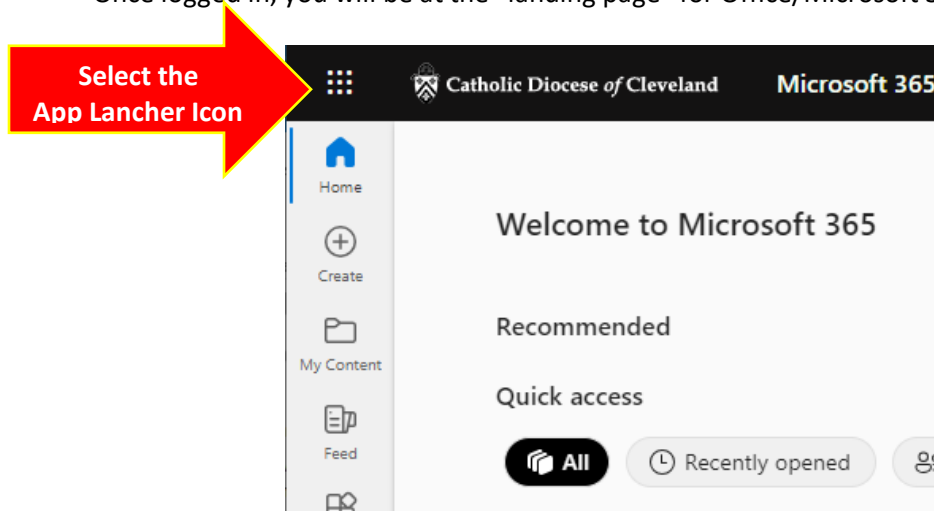
Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)


Select This Option to "Save my response to edit"

Please continue to the next page to find out how to get back to your Filled Form for editing responses!!

To Get Back To Your Filled Form For Editing Responses, Please Do The Following:

Open your web browser and sign in to your Diocesan Account via <http://office.com>.
Once logged in, you will be at the “landing page” for Office/Microsoft 365.

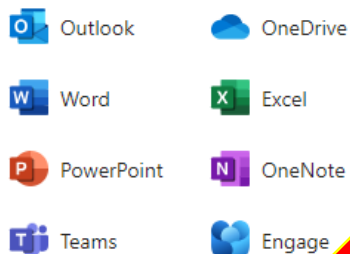


Use the **app launcher icon**  (generally found in the top left corner) to open a list of all apps and select **Forms**.

If you do not see Forms, select **Explore all your Apps** and then select Forms from the following page.

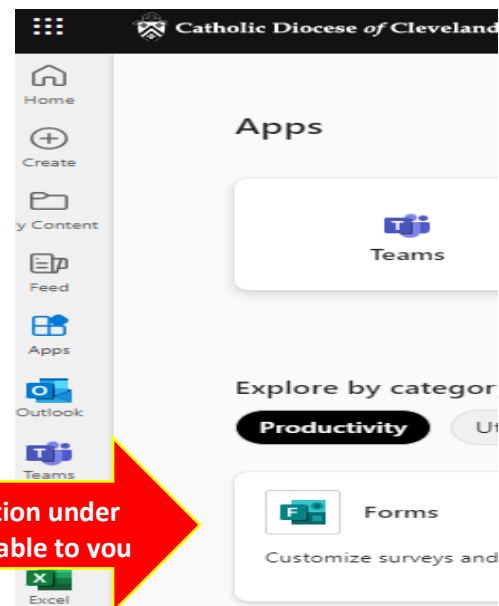


Apps



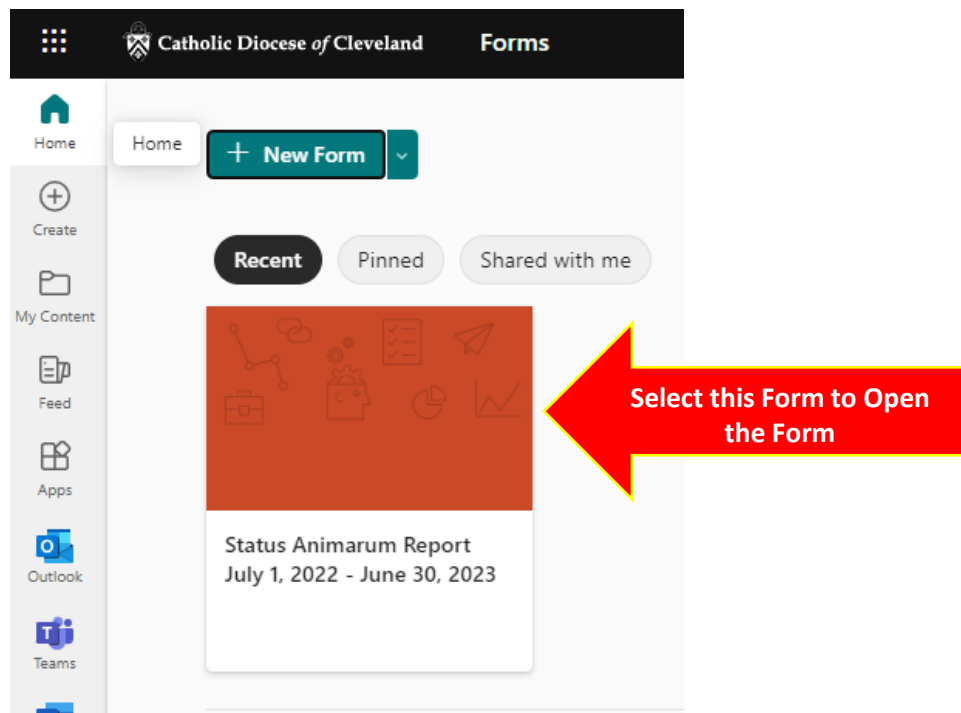
[Explore all your Apps](#) →

If Forms is not listed,
select Explore all
your Apps



Forms will be an option under
additional apps available to you

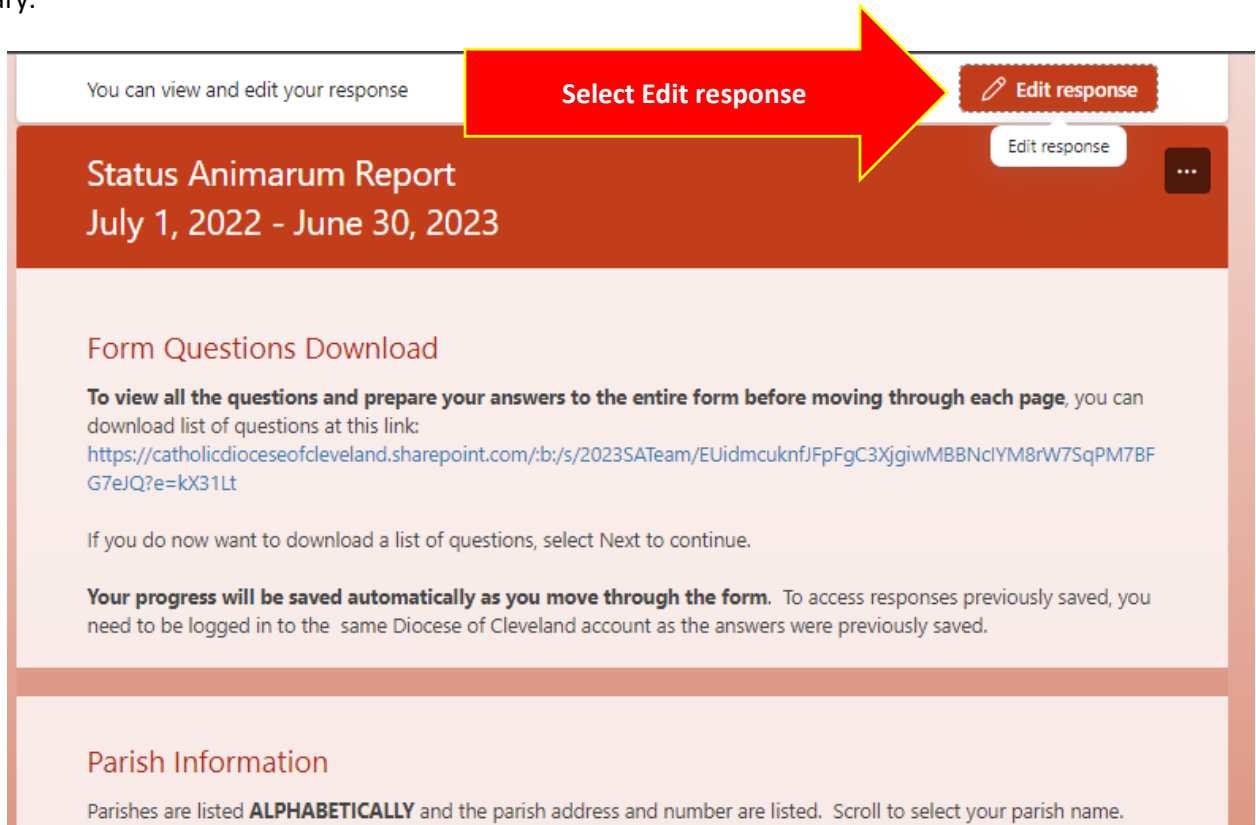
In the list of **Recent** Forms, you should see the **Status Animarum Report July 1, 2022 – June 30, 2023 Form** (with a color or orange). Click on this form to open it:



When the Form opens, you should have a choice to **View response**



You will see an option that says “You can view and edit your response”; select **Edit Response** to enter edit mode. You will then be able to review the entire Form and confirm or change your responses as necessary.



You can view and edit your response

Select Edit response

Edit response

Edit response

Status Animarum Report

July 1, 2022 - June 30, 2023

Form Questions Download

To view all the questions and prepare your answers to the entire form before moving through each page, you can download list of questions at this link:
<https://catholicdioceseofcleveland.sharepoint.com/:b;/s/2023SATeam/EUidmcuknfJFpFgC3XjgiwMBBNciYM8rW7SqPM7BF67eJQ?e=kX31Lt>

If you do now want to download a list of questions, select Next to continue.

Your progress will be saved automatically as you move through the form. To access responses previously saved, you need to be logged in to the same Diocese of Cleveland account as the answers were previously saved.

Parish Information

Parishes are listed **ALPHABETICALLY** and the parish address and number are listed. Scroll to select your parish name.

When you have completed your review, answer the last question accordingly and select **Submit**.
