


## Saving

Documents are automatically saved:

- Whenever you click out of a field
- Whenever you navigate from a document
- Every 5-10 seconds while you are working within in a given field

The top right corner of the application shows you the document's save status. It changes from "Unsaved changes" to "All changes saved" while you work.

 **Tip** While documents are autosaved, many other pages in the application are not. If you visit a page that is not autosaved and make a change, you will be prompted to save or discard your change before you visit the next page.