

# School's e-forms – Saved Forms



## Handbook

This guide will show you how to save, edit and delete all forms. It covers all possible options, with easy to follow instructions and diagrams.

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You can access the site using your schools e-learning account, just by using your normal username and password.

If you are not sure if you have one of these accounts, then please contact Schools' Choice. The site can be accessed under the following link:

<https://portal.suffolk.gov.uk/restricted/schoolschoice/hrforms/>

1. To login, click on the **ADFS** button, under 'sign in with external account':



2. In the next screen, enter your eLearning email address and password, and click **sign in**

3. If this is the first time you have logged in, you will be asked to complete your personal information. Fill in the fields (any with red asterisks are mandatory), and press '**update**':



4. Once you are logged in you can access the eForms. To do this, click on the following link, or type it in to your address bar:

<https://portal.suffolk.gov.uk/restricted/schoolschoice/hrforms/>

5. Not sure of your login details? Contact **Schools' choice** who will be able to help.

6. Once logged in, you will be directed to the e-forms home page, where you can access all the forms, and view any forms you have saved.

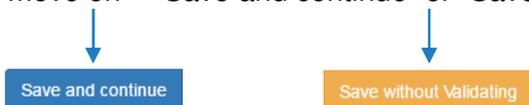
Once logged in, You will be presented with the following options:



Click on one of the buttons to access that particular form. The following sections will explain how to use each of the three types of form, and how to re-open forms you have already created.

### How to move between pages

Once you have completed all the relevant fields, you have two options at the bottom of the page to move on – “Save and continue” or “Save without validation”.

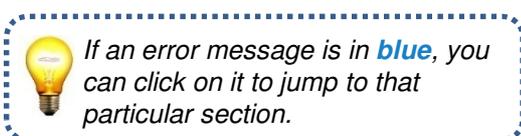


You will find these options at the bottom of each page throughout the form. Pressing **save and continue** will check to make sure you have filled in all the required fields, in the right format. The system then saves your progress, and moves on to the next page.

Clicking **save without validating** will move you on to the next page without checking your entries. You won't be able to submit the form without clicking save and continue on each page. Using save without validating is useful if you want to skip through the form and see what information you need about your new member of staff.

### What happens if I've filled some of the fields in wrong?

If you've clicked on **save and continue** and haven't quite filled in all the fields correctly, you'll get error messages telling you what you need to do move on.



This guide will explain how to save a form, and how to recover a form you have saved.

### Save a form

Each form is automatically saved when you move between pages, using the **save and continue** or **save without validating** buttons, which look like this:



Once you press one of these buttons, the system will save your progress and move on to the next stage.

**Remember!** The system only saves the page you are working on once you press one of the pages above. Any unsaved changes will be lost – so try to finish a page and move on to a new one before you log off!

### Retrieve a saved form

Saved forms can be accessed from the home page of the site, after you have first logged in. Click on the **saved forms** button to access all the forms you have previously saved.



You will now be presented with the landing page for all saved forms:

Click on this heading to change which type of saved form you are viewing. These are:

- New appointments
- Contract variations
- Leavers
- New contracts

The employee's **last** name. Click on the blue heading to sort A-Z.

Use this search box to search for an individual record, by typing in all or part of the employees name, and clicking on the magnifying glass.

The employee's **first** name. Click on the blue heading to sort A-Z.

## Saved Forms

☰ New Appointments ▾

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RE001 Record ID	Account Name (School)	First Name	Last Name ↑	Status Reason	Form Type
SCEHR10690	TEST SCHOOL 1	Bug Ref 6	Bug Ref 6	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10697	TEST SCHOOL 1	gjjgj	ddgdg	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR11014	TEST SCHOOL 1	ryer	erytr	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10642	TEST SCHOOL 1	test	etest	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10640	TEST SCHOOL 1	frfr	frfr	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10623	TEST SCHOOL 1	gdfgdf	gdfg	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10729	TEST SCHOOL 1	h	hf	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10622	TEST SCHOOL 1	hhh	hhhhhhfghf	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10624	TEST SCHOOL 1	test	test	Draft	New Appointment <span style="float: right;">🔍</span>
SCEHR10632	TEST SCHOOL 1	test	test	Draft	New Appointment <span style="float: right;">🔍</span>

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1
2
>

Click on the arrows or page numbers to move between pages

Each record has an individual record ID. To sort record ID's high to low, click on the blue heading.

Each record is associated to its school. To sort schools A-Z, click on the blue heading.

The status of the form. Click on the blue heading to sort A-Z.

The type of form. Click on the blue heading to sort A-Z.

## Editing / deleting save forms

Once you know which form you want to edit, you have two options, these are **edit** or **deleted**. To do this, click on the dropdown on the far right hand side of the row:

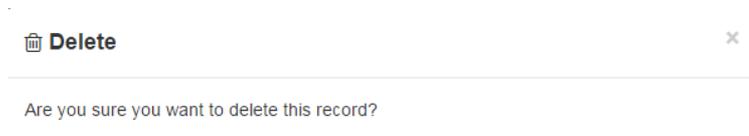
RE001 Record ID	Account Name (School)	First Name	Last Name ↑	Status Reason	Form Type
SCEHR10690	TEST SCHOOL 1	Bug Ref 6	Bug Ref 6	Draft	New Appointment

A new dropdown will appear, which allows you to click on **edit** or **delete**:



Clicking on **edit** will take you back in to the form at the last point you saved.

Clicking on **delete** will open up an additional pop-up:



Click **delete** to delete the record

Click **cancel** to go back to the list of saved forms

Stuck? Don't worry, we're here to help. You can get in touch with us in the following ways:

**T:** 03456 066046

**E:** [HRandPayroll@schoolschoice.org](mailto:HRandPayroll@schoolschoice.org)

**W:** [www.schoolschoice.org](http://www.schoolschoice.org)

## Useful links:

*E-store -*

[Maintained Schools  
Academies](#)

[Login](#)

[Schools' Choice apps](#)

