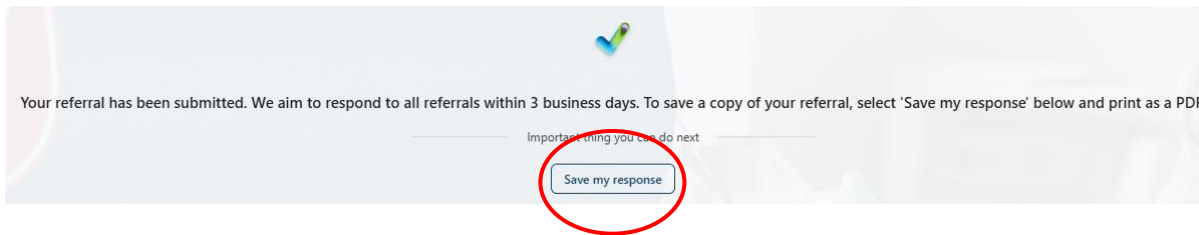


The Salvation Army - National Safer in the Home

Step by step – how to save a PDF copy of the submitted SITH referral form



1. Once you have received the pop up saying your referral has been submitted, select "save my response"

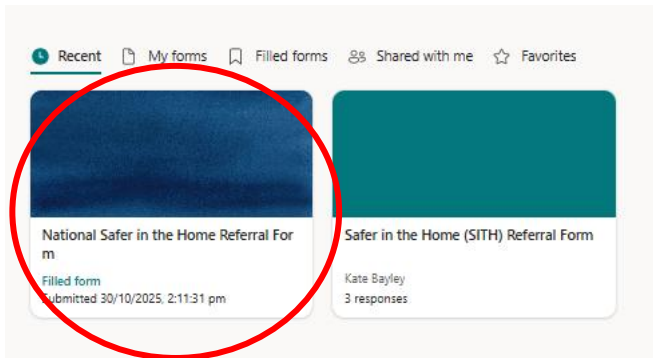


Figure 2.

2. the next screen should take you to a picture tile (as above Figure 2.) which represents the form you have just submitted. Click on this tile to open to the submitted form view (below figure 3.)

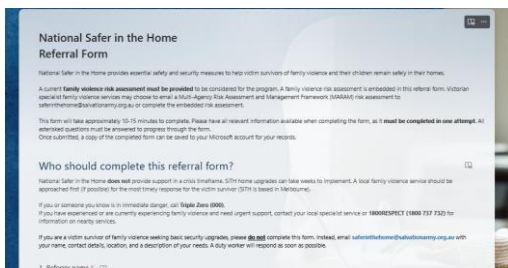
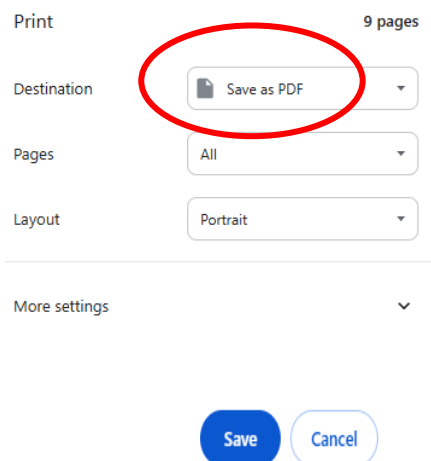


Figure 3.

Right "click" on your mouse

Select "Print" Save as PDF



Select "save" to your desktop file.

SITH save a PDF to the applicant's TSA case file, however, the form is then permanently deleted from the MS forms platform

