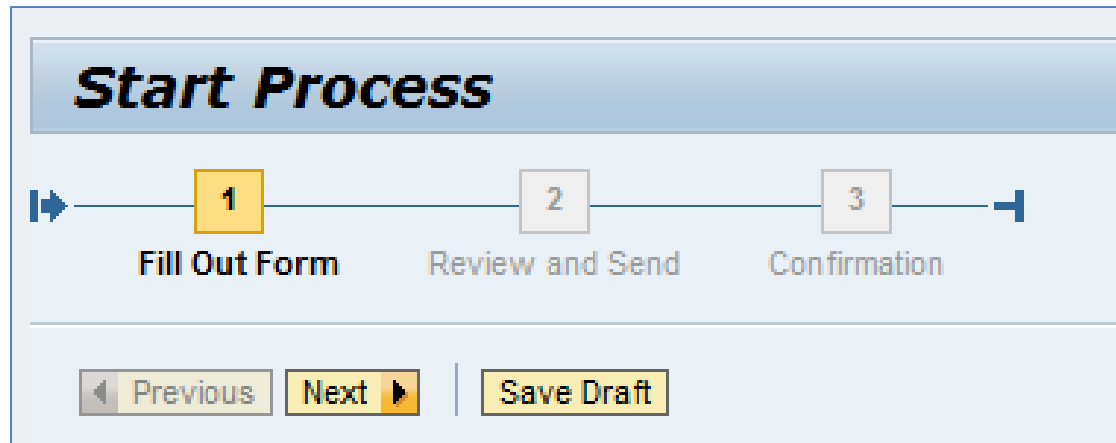


# Saving Your Work in Umoja ESS

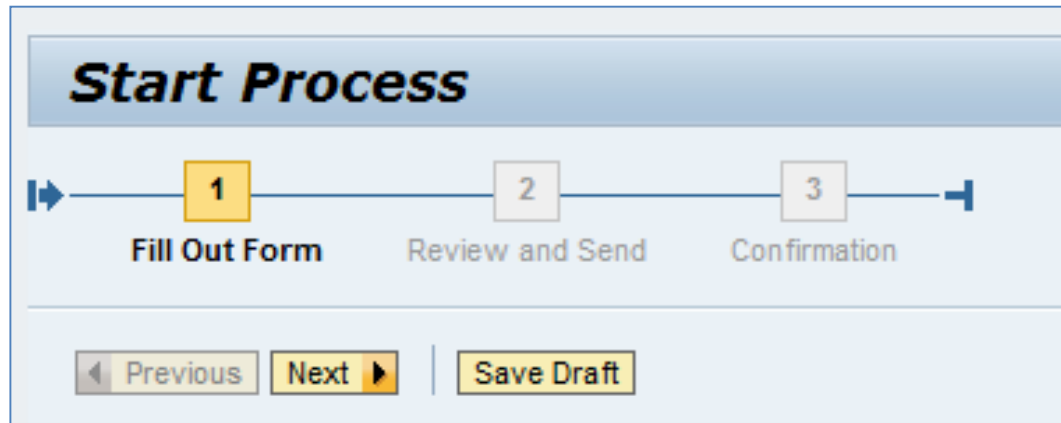
When you are working through a process that consists of several steps/screens in Umoja Portal, the system displays a process flow diagram.



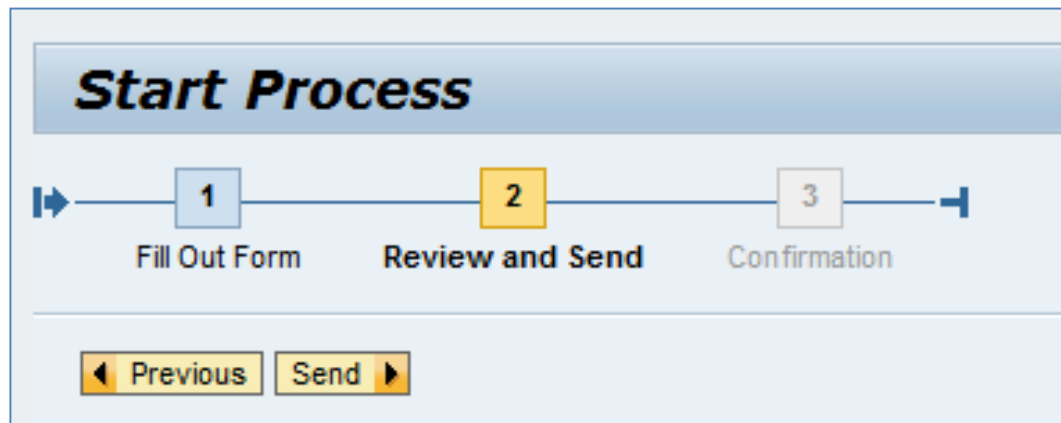
While the process is running, the system can temporarily store the data you have already entered if you click the **Save Draft** button.

# Saving Your Work in Umoja ESS

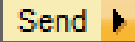
Click **Next ▶** button to save data entered and continue to the next screen of the process.



Click **◀ Previous** button to leave the current screen without saving your changes.



# Saving Your Work in Umoja ESS

After you complete all the necessary screens associated with the process, save your data permanently by clicking the  button.

This action sends your data (or data changes) to the ECC system where it may then be processed. In some cases, workflow routes the request to another authorized role (Manager or HR Partner) for approval before processing.

