

Renaming Submissions

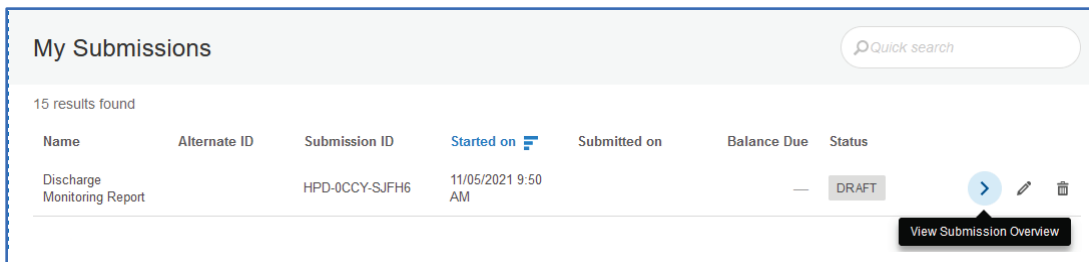
ANR Online - Quick Guide

Overview

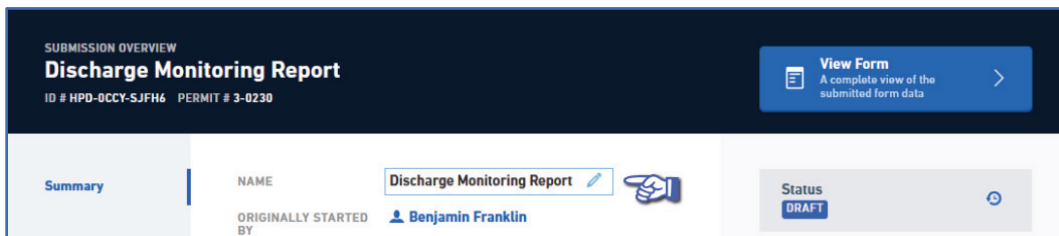
ANR Online has a feature that allows users to rename their submissions. By default, each submission you create is just given the name of the form itself. In order to be able to distinguish between submissions and search for specific submissions on your My Submissions page, it is helpful to rename your submissions.

Renaming a Submission

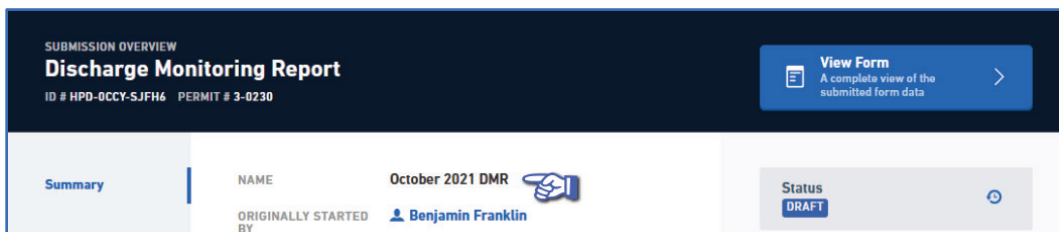
To rename submissions, while signed into your ANR Online account, click the My Submissions button in the top menu bar. When the My Submissions page opens, find the submission whose name you want to change. Click the “View Submission Overview” button (looks like a right facing arrowhead) to the right of that submission.



That will take you to the Submission Overview page. If you move your mouse over the form’s existing name, a box will appear around the name with a pencil in it. Clicking anywhere inside that box will allow you to change the name.



Once you have changed the name, just click anywhere outside the box to save the name.



When you return to the My Submissions page you will see the changed name.

