

## Tips Of The Week

### Save your document often

The Description field can be found on all e-docs with in KFS. The Description fields is required before you are able to save an e-doc.

Save your document often, especially Requisitions which can take longer to process. The save button is located at the bottom of each document.

A small, rounded rectangular button with a light gray background and a thin border. The word "save" is written in a dark red, sans-serif font in the center of the button.