

# 3 WAYS

## TO FIND A MISSING eWalkThrough®

If you are concerned an eWalkThrough® observation wasn't submitted correctly, or you haven't received an email, here are 3 easy ways to make certain your efforts aren't lost.

### CHECK FOR UNSUBMITTED OBSERVATIONS

Click on the eWalkThrough tab. If you have saved a walkthrough (but not submitted), you'll see a message at the top that says *"You have unsubmitted walkthroughs."*

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### VIEW COMPLETED OBSERVATIONS

The View tab will list your observations in date order, with the newest observations listed first. Be sure the filters are set correctly. If your observation is NOT listed AND isn't 'Unsubmitted' (see step 1), you may have lost connection to the server. Resubmit the observation while the information is fresh in your mind.

### HAVEN'T RECEIVED YOUR EMAIL? Don't Panic.

If you have district level access, you can check the email status report under the 'District' tab. If it has been 24 hours and you still haven't received an email, contact Tech Support - 620-675-8802.