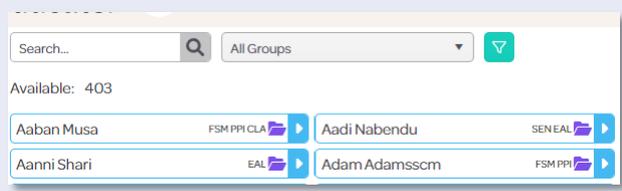
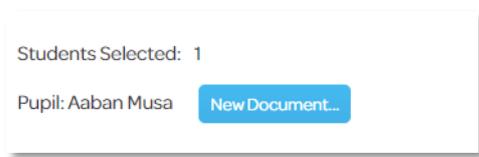
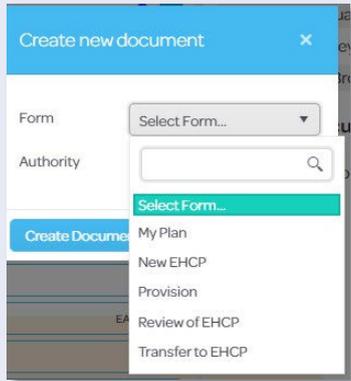
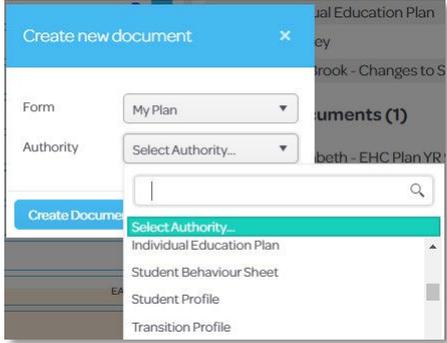
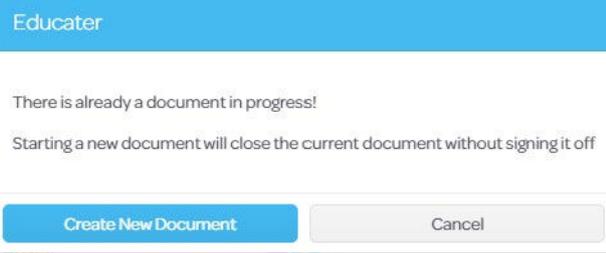
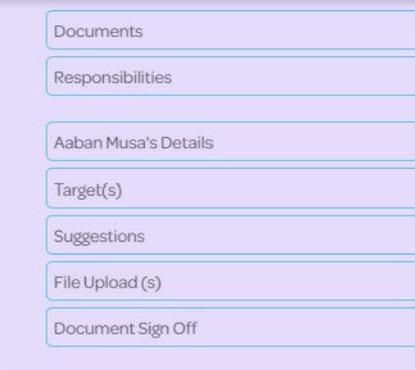


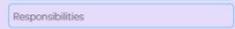
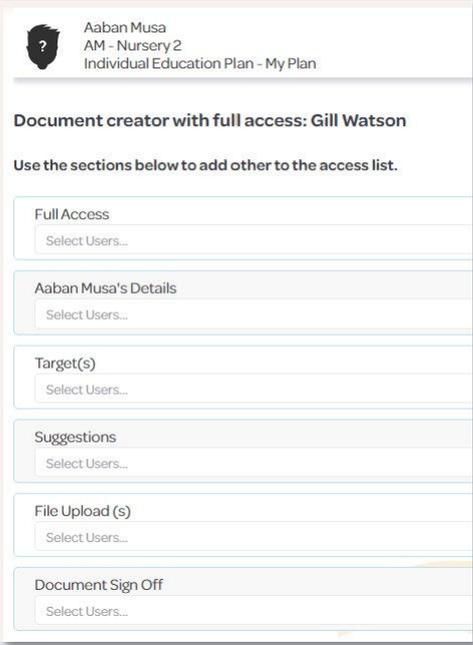


## How to ... Create a Document

**NOTES:** Once you have created a new document from the list available to your organisation, you will be able to assign users to sections for them to respond.

1.	<p><b>Main Dashboard</b></p> <p>From the dashboard select the SEND Module.</p>	
2.	<p><b>Choosing your Pupil</b></p> <p>Choose the pupil that you wish to create a new document for from the pupil picker. See 'How to use Pupil Picker'.</p>	
3.	<p><b>Creating a New Document</b></p> <p>Click on <b>New Document</b> to create a new document.</p>	
4.	<p><b>Select your Form Type</b></p> <p>Choose the type of form from the dropdown list.</p>	

<p>5.</p>	<p><b>Choose your Authority Form</b></p> <p>From the list of Templates available to you, select the one that you wish to create. Click <a href="#">Create Document...</a></p>	
<p>6.</p>	<p><b>Messages</b></p> <p>If you receive this message, it means that someone else has already created a document of the same type. This document will override the current opened document if you click <b>Create New Document</b>.</p>	
<p>7.</p>	<p><b>Viewing Sections</b></p> <p>The sections for the template will appear on the right-hand side.</p>	

<p>8. <b>Responsibilities</b></p> <p>Click on  to open all the areas that will require completion.</p>	
<p>9. <b>Allocating Responsibilities</b></p> <p>Click in each section to allocate users who will have the responsibility of answering the questions. A list of all your users will appear. Allocated users will receive a notification to advise them, see <i>“How to SEND Settings”</i>.</p>	