HOWTO: Use the Fill-In Monthly Report

Overview: The new monthly report(s) are PDFs that contain user-friendly fields. This should help filling out the reports easier, more legible, and standard.

Filling out the report: You can either use the [TAB] key or use the mouse to click in the various fields to be filled in. Simply click anywhere in the field and start typing. No need to have to click in the very beginning of the field any more.

Saving the report (blank version): If you click save, the form will be saved as a BLANK form and your data will not be saved. You may get a warning message about this as well. We are trying to figure out a way to easily use the [SAVE] button to retain what you typed.

Saving the report with what you have typed:
1. You can print the report to your printer and the hard copy report shall have your information that you typed.
2. "Print" the report to a PDF. Windows 7 comes with a PDF writer or you can download and install a free PDF printer i.e. cutePDF, PDF995, etc.
3. If you use Google Chrome using the print option select "Save as PDF".
4. With all of the print to PDF options the program will ask for where to save the PDF and with what name. Please ensure that you select a new name and remember where you saved the form.
5. Using FoxIT PDF reader you can save the form with the information you filled out just by hitting the save button.

Questions:

Any questions that you have about this please e-mail webmaster@flgyr.org. Your questions, suggestions, or feedback will be responded to as quickly as possible.

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