



Goal: Create an online form, by adding a submit, accept and deny button to a fillable PDF.

Complexity Level: Admin User

Prereq / Related Instructions: NONE

Step 1: Open fillable form– Select the **fillable PDF** form to be used in EcoDox and Open it in Adobe Acrobat Pro.

Office Ecology
ANNUAL ECODOX LICENSE AGREEMENT

Invoice Number: _____
Invoice Date: _____

CUSTOMER INFORMATION
Account Number: _____ Phone Number: _____
Account Number: _____

Bill To: _____ Ship To: _____
bill to 1 ship to 1
bill to 2 ship to 2
bill to 3 ship to 3
bill to 4 ship to 4

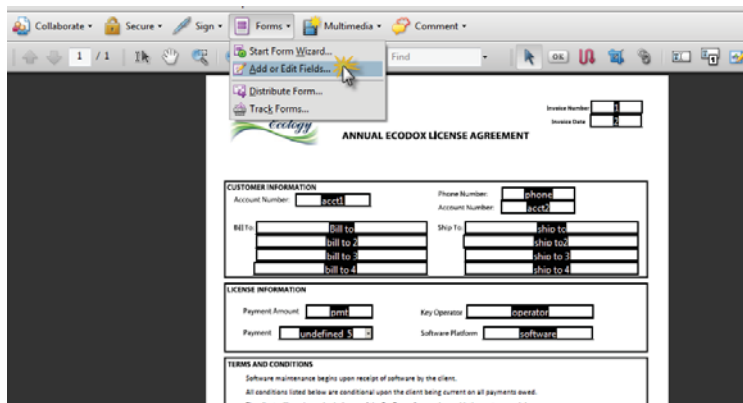
LICENSE INFORMATION
Payment Amount: _____ Key Operator: _____
Payment: _____ Software Platform: _____

TERMS AND CONDITIONS
Software maintenance begins upon receipt of software by the client.
All conditions listed below are conditional upon the client being current on all payments owed.
The client will receive a physical copy of the EcoDox software along with the capture module.
Refer to the appropriate Statement of Work to view the details of the products and services provided.
Annual maintenance provides both telephone and email support.
All implementation, training and support are done remotely using currently available technology.
The client will receive all new versions of each module as released. (Approximately 1 or 2 per year)
The License Agreement payments are fixed for the first 60 months of use.
Once those 60 months terminate the agreement is subject to an annual renewal of increase of up to 5%.
Payment is due before the expiration date of the current contract and is required for the operation of the software.
Software support is offered Monday through Friday 9:00am to 5:00pm PST.

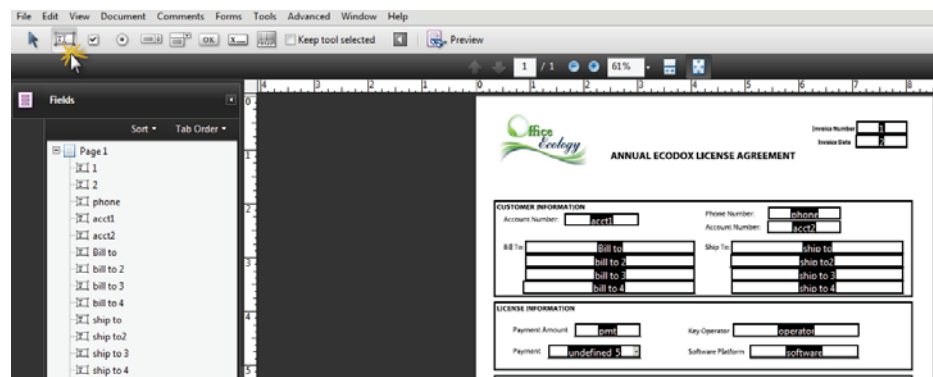
AUTHORIZATION
Date: _____
Sales Rep: _____ Signature: _____
P.O. Number: _____

Sign-And-Secure Original Copy With Your Payment
Please Print This Block
Overdue accounts may be charged a late payment fee of \$10 per month. 2% annual fee will be paid the accounts.

Step 2: Edit Mode– Select Add or Edit Fields from the Forms button to allow for further editing of fields.



Step 3: Add New Text Field– Select the new text field button. And place it where the Submit will be found.





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Step 4: Buttons– Name the buttons exactly the way they are listed below:

Submit Button: DCSubmitFV1_0

Accept Button: DCAcceptFV1_0

Deny Button: DCDenyFV1_0

Also make the buttons hidden.

Text Field Properties

General Appearance Options Actions Format Validate Calculate

Name: DCSubmitFV1_0

Tooltip:

Common Properties

Form Field: Hidden

Orientation: 0 degrees

Read Only

Required

Locked

Close

office Ecology ANNUAL ECODOX LICENSE AGREEMENT

DCSubmitFV1_0 DCAcceptFV1_0 DCDenyFV1_0

CUSTOMER INFORMATION

Account Number: acct1 Phone Number: phone

Account Number: acct2

Bill To: bill to 1, bill to 2, bill to 3, bill to 4

Ship To: ship to 1, ship to 2, ship to 3, ship to 4

LICENSE INFORMATION

Payment Amount: pmt Key Operator: operator

Payment: undefined Software Platform: software

TERMS AND CONDITIONS

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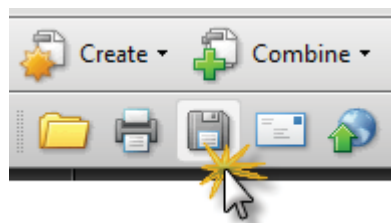
Step 5: Hidden – The Buttons will be hidden in normal view, but EcoDox will recognize the buttons when uploaded to the system.

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Step 6: Save – Remember to save the document.



Complete!!!

