



"Create PDF" feature for reading the calendar on a PDA

The PDF Creator feature for Hand-Helds requires minimal software that is already commonly installed on most computers. The feature may not support Vista at this time, that is still in beta-testing.

Our solution creates a PDF of the calendar within Explorer that Providers save to the desktop, then upload to their hand-held (PDA). The hand-held has to have the appropriate Acrobat Reader already installed on it to be able to use the PDF.

- It will create a PDF file for Providers to load onto their PDA device whether it is a Pocket PC, Palm or whatever.
- Providers can get the entire calendar, and they will be able to get multiple calendars if they want. (keep a PDF archive version)
- The view is one-day-at-a-time so the screen stays readable on a Hand-Held. Providers can choose which persons they want to have in the PDF, so if they are only interested in themselves and a partner, they can do that.
- The resulting PDF looks pretty "ugly" when viewed on the ordinary computer screen, the font looks really large. It is set up that way so it will remain readable in the tiny window of hand-helds.
- This is not a "sync" method, (strictly for Palm PDAs anyway). The PDF is a static document. Providers will need to create a fresh one when they want an update. They will have to have Adobe Acrobat Reader for their PDA already installed, however most of the newer HandHeld devices may already have Acrobat Reader on board.

Step 1 - Adobe Acrobat Reader:

- Adobe Acrobat Reader must be installed so Acrobat files can be read within Explorer. This is a common plug-in that is normally installed when Acrobat Reader is installed.
- The hand-held device (PDA) will need to have Acrobat Reader installed for that specific hand-held.
- Blackberry PDAs may require a 3rd party application to read Acrobat PDFs. Adobe may not have one yet.
- If you need help with the above items, please refer to your IT department, the manual for your hand-held, or Adobe.

Here's the link for finding the Acrobat Reader for Mobile Devices
http://www.adobe.com/products/acrobat/readstep2_mobile.html

Step 2- Log into Call Scheduler to create the PDF:

Log into:
<https://secure.call-scheduler.com>

using your regular Provider username/password.

1. Go to the whiteboard area. From the navigation dropdown, choose "PDF download"
2. Use the "Create PDF" menu to:
 - --Select the date range,
 - --Check the providers you want included
 - --Check if you want Days Off included. (i.e. vacation)
 - --Check if you want Notes included.
 - --Click "Next"
3. The PDF will show in a NEW browser window.
 - --The top set of dates is the date-range captured.
 - --The second line with a date is the day being viewed.
 - --The providers are listed on the left using their abbreviations already set up by your Group.
 - --The assignments the providers are doing are listed beside each person, using the full description of the job as defined by your Group.
 - --Notes appear under the provider/assignments.
 - --Navigation to see other days in at the bottom of the PDF window.
4. If the PDF has the information you want, save it to your desktop. The "save" looks like a mini-floppy, first icon in the upper left corner of the PDF document.

Once the PDF is saved to your desktop, you can load it onto your PDA using the features included in your specific device. Please refer to your PDA manual if you need help doing this.

Please [let us know](#) if you run into any problems. If you get error messages, please send along a screen capture of the error to help us de-bug.

Thanks!

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