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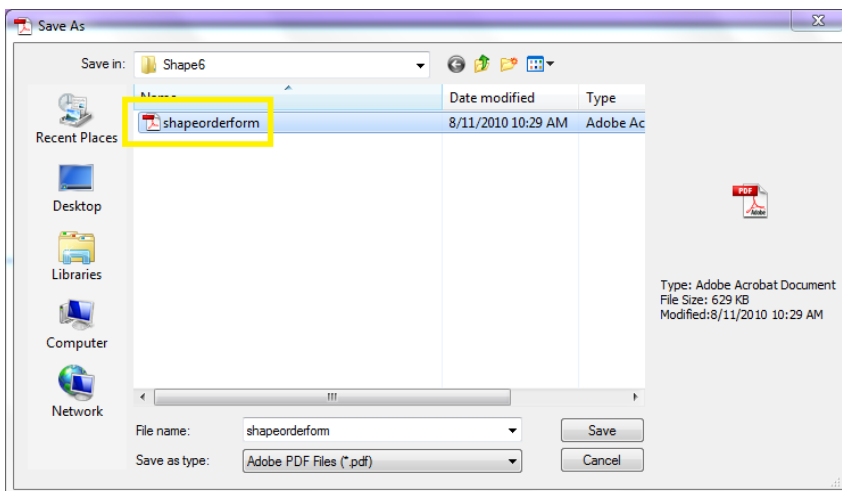
## Creating a Custom Template of the OBSS Order Form

This guide can be used when creating an OBSS order form custom template. The purpose of creating a custom template is to eliminate the need for the user to have to retype common fields (name, address, phone, etc.) for each order form that they fill out.

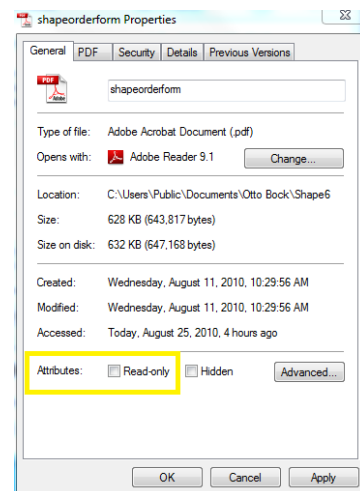
### Creating a Custom Template

Open the Otto Bock Data Station and open a new or existing OBSS job. Click the 'Order Details' tab and click the 'Fill Out Order Form' button. After the order form opens click the 'File' menu then click 'Save As.'

In the 'Save As' window right click the 'shapeorderform' pdf and left click 'Properties'



Save As Window



Properties Window

In the properties window uncheck 'Read-only' and click OK. Click 'Cancel' in the 'Save As' window. With the read-only property disabled, fill out the order form fields that will not change between orders. Examples of these fields include: Contact Person, Facility, Shipping Address and Email.

When you are finished filling out the order form, save the file by clicking the 'File' menu and then clicking 'Save As.' Highlight the 'shapeorderform' and click 'Save.' When prompted to replace the existing file select 'Yes.' Now that the order form is saved, follow the steps above to recheck the Read-only property.

**Note:** The read-only property prevents the user from saving changes to the order form.

**Note:** Downloading the latest order form from the Otto Bock Data Station will erase any changes made to the custom template. The custom template will need to be recreated.

If you need additional technical support, contact Otto Bock at 800-328-4058.