

## MABAS Template User Guide

Updating your MABAS card has never been easier. Please use the following user guide to update your MABAS card using the new template.

**\*Important\*** Adobe Reader is required for this form to work properly. You can download the latest version by going here: <https://get.adobe.com/reader/>

When viewing the form in Adobe Reader you will notice Light Blue boxes with text in them. These are the fields that you will be filling out.

Please note that any fields that are not filled out will not show in the final document.

The email confirmation field will be used to automatically send a copy of the form to the specified email address upon completion if the email option is selected after form completion, but will not populate in the final document.

To enter data into the fields all you have to do is click in the field and start typing. When you click out of the field the data that was entered will remain in that field. If no data has been entered into the form the place holder text will appear again. Proceed through the fields filling out the form completely. In some cases, there may be more Alarm Type fields than needed for your particular area. Just leave the additional fields unfilled, and they will be automatically removed from the final document. Please note that when typing in fields you can hit enter to fill in multiple lines of data in fields where this is applicable, this functionality will not carry over to single line fields.

At the bottom of the form you will notice 4 buttons. These all perform different functions.

“Reset Form” - Erases all data entered into the form. This can be handy when you have completed your form, and either saved or emailed the document and you want to start on the next card.

“Save” - Opens the “Save As” dialog allowing you to save the document with your choice of name & location. Please be sure to use a unique name for your card to avoid overwriting any previous cards that you may have completed and saved.

“Print” - Opens the Print dialog enabling you to print a physical copy of the document.

“Email” – Opens your default email client (Outlook, etc.), or if you do not have a default email client you are also given the option to connect to a webmail account. The email that is generated will automatically send the form to a predetermined email address used for form collection, and it will send a copy of the completed form and card information to the confirmation email that was entered at the beginning of the form.