

Detail of "Save and Submit" queries

Dear Member,

Download, Completion and Submission of Forms

The GSDF has implemented a modern and efficient system of form submission and it is in the interests of everyone to learn how to use the system. Please read the detailed instructions on the website.

Take special notice of the following:

Downloading the Form

1. The form must first be downloaded and stored on the user's PC **before** commencing with filling in the form.
2. Do not attempt to complete the form in the preview function of your Browser (if set). **The functions of the form will not work.**
3. The free program *Adobe Acrobat Reader* or the paid *Adobe Acrobat Pro* **must** be used to complete the form. **No other program will work.** If you do not have the program on your system, download it from "Forms" section on the GSDF website.

Saving and Submitting the completed form

4. Each form has a "Save & Submit" button.
5. The **"Save"** part is on the user's own PC and the user must decide where, and under which name, the document will be saved.
6. The **"Submit"** portion is only activated *after* the document is saved and occurs through your normal email client, eg. Outlook. This can take some time if the default email client is not active and has to be loaded. The speed of the user's system will also have an influence.
7. The actual send function is the same as sending any other email. The user must activate the **"Send"** button on the email client.

If you still have problems, please contact the admin through web@gsdfederation.co.za.

Regards, Webmaster