

To e-mail one of the forms on the .NET please follow these simple instructions:

**Step 1:** Navigate to the form you will be working with.

**Step 2:** Complete all fallible areas of the form.

**Step 3:** Now you are ready to e-mail the form. You will need to click on the icon that

looks like this:



This icon is located on the tool bar here

The screenshot shows a Microsoft Internet Explorer browser window displaying a PDF form titled "VACATION or TIME OFF REQUEST". The browser's address bar shows the URL "http://www.ddtool.net/Assets/Forms/HR/vacation\_req.pdf". The form includes the logo for "D&D TOOL & SUPPLY Call The Experts!" and a date stamp of "08/06 039:05 AM". The form fields are filled with the following information: Employee Name "Joe Employee", Today's Date "1/1/2004", Starting Day Off Date "2/2/2004", Day "Monday", Finish Day Off Date "2/3/2004", and Day "Tuesday". A section titled "COMPLETE ONE OF THESE TWO:" contains two radio button options. The first option is "I am going to a company-authorized seminar for \_\_\_\_\_" with an unchecked radio button. The second option is "I would like to take 8 paid hours and / or 0 unpaid hours time off on the above dates for the following reason(s)." with a checked radio button. Below this, the reason "I will be going on vacation with my family." is entered in a text field. The form also includes a table for tracking: "Book \_\_\_\_\_", "Payroll \_\_\_\_\_", and "Copy \_\_\_\_\_". The browser's taskbar at the bottom shows the Start button, several open applications including "Eterm 216.133.11.58 die...", "Inbox - Microsoft Outlook", and "http://www.ddtool.net...", and the system clock showing "2:12 PM".

http://www.ddtool.net/Assets/Forms/HR/vacation\_req.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ddtool.net/Assets/Forms/HR/vacation\_req.pdf

Save a Copy Print Email Search Review & Comment Sign 134%

Select Text Email

08/06 039:05 AM

**VACATION or TIME OFF REQUEST**

**D&D TOOL & SUPPLY**  
Call The Experts!

Book \_\_\_\_\_  
Payroll \_\_\_\_\_  
Copy \_\_\_\_\_

Employee Name Joe Employee Today's Date 1/1/2004

Starting Day Off Date 2/2/2004 Day Monday  
Finish Day Off Date 2/3/2004 Day Tuesday

COMPLETE ONE OF THESE TWO:

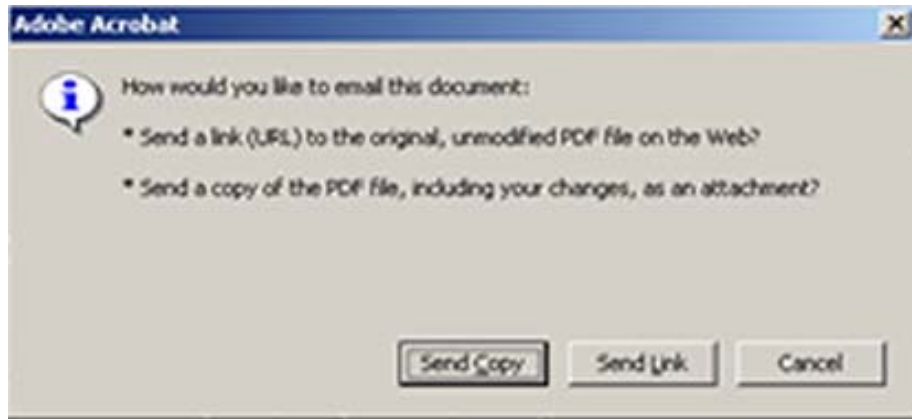
I am going to a company-authorized seminar for \_\_\_\_\_.


I would like to take 8 paid hours and / or 0 unpaid hours time off on the above dates for the following reason(s).

I will be going on vacation with my family.

8.5 x 11 in 1 of 1 2:12 PM

**Step 4:** Once you click on the e-mail button a pop up window will appear, you will have three options. “Send Copy” “Send Link” “Cancel” You will need to click “Send Copy”



**Last Step:** Now you are ready to send the e-mail, simply type the address you wish to send the e-mail to, and the body of the e-mail. Click:  and you are finished.

