

FSC Forms 3.0 Quick Reference Guide

Coupled Operation

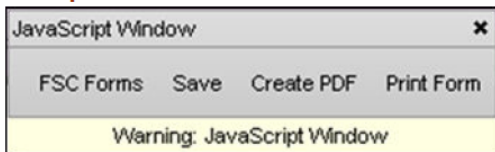
The preferred method of using Forms is from within a rated quote, and **will transfer all entered data** from FSC Rater to ACORD or company-specific forms. This method eliminates double-entry of data in the Forms system. The “Forms” button is available once a market has been selected from the rating results view.






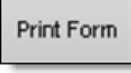
Forms Only

The FSC Forms library can also be accessed from the Main View with the FSC Forms button. This option is typically used for commercial forms or other forms not associated with a rated quote.

JavaScript Window



- The JavaScript window is used for all FSC Forms functionality
- If you do not see the JavaScript window, verify you have installed the current version of Adobe Reader available at www.adobe.com.

Button	Description
	Add a new form to the Form set Edit or make changes to a form Delete a form from the Form set
	Always save your form set to ensure that you can later open and edit them. When you close the browser you may need to provide a file name and location. We recommend that you use descriptive file names for your form set, such as customer name, carrier or effective date. <i>Example: Jorge Lopez – ABC Mutual – 2008-03-31</i>
	PDF (Portable Document Format) files are an ideal way of storing forms for record keeping, in a document imaging system, or in an agency management system. Once a form is saved as a PDF document, it cannot be edited or changed . If you wish to save a set of Forms for future editing, use the Save button. To view PDFs, open them from the location where they were saved. You cannot open PDFs through the FSC Forms system.
	Print the current form.

Additional Tips & Tricks

- If you close the JavaScript window, you will need to close the browser and restart your form session. You may lose your changes.
- If you would like to make the JavaScript window a part of your toolbar, press (CTRL + F8)
- To highlight all fields that can be edited, activate the Highlight Fields feature located in the upper right-hand corner of Adobe Reader.