Using PDF contracts

You can create a printable PDF document from any of your existing contracts, such as your adoption or foster contracts, or your equipment loaner contract.

PDF Contracts is a feature that takes information from your database and adds it to a PDF document. This information can include animal information like name, age, breed, and information about adopters like name, address, contact information, as well as other information of your choice.

⚠️ To use the pdf contract feature, your organization needs to have either the **Website Service** or the **Online Forms Service** and must first create an **Online Form.**

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ⓘ Please note that because RescueGroups.org must set up this feature for you, adding or updating PDF contracts can take a couple of weeks depending on any changes that are required and our current workload.

We can provide the information necessary for you to update your PDF files yourself for the contract if you have the full version of *Adobe Acrobat*. The updated files would be sent to our support staff and uploaded to your organization account.

PDF Contract Setup

RescueGroups.org sets up this feature for you. We take an existing PDF or a Word document and create the required PDF form. We may ask for a small fee depending on the complexity of your contract or the frequency of changes.

Here are some guidelines for creating a Word or PDF document that RescueGroups.org can use as a PDF contract:

- To populate the PDF contract with the animal's information, you must create a question on your Online Form with the **"Answer Type", Available Animals.**
- Use a single blank field for dates and phone numbers.
- To include a field for gender or age, create it as a fill-in-the-blank field: Sex _____ or Age _____. We can't use sex or age fields that are written like this: Male: XX Female: __.
- See the available fields section below so that you can create your contract using those fields.

✓ **NOTE:**

We can include journal entries in a large blank space. We can group them by category, but we cannot separate specific journal entries (like vaccinations) into their own fields.

If you'd like to get started setting up a PDF contract, send your Word or PDF document to our customer support and we'll take a look (https://rescuegroups.org/support/). We'll let you know if there is anything in your contract that needs to change before we can use it as a PDF Contract.

⊘ **IMPORTANT**

Any changes to the contract once it is created must go through [RescueGroups.org](https://rescuegroups.org) support for the PDF Contract to be updated. Depending on the complexity and frequency of your changes, this may incur a minimal fee.

Available fields for contracts

Below are the fields available to add to your contract, separated into categories. The field name is obvious. The description/source column lists the source where the information in a completed form will be pulled. For instance, see adopter-address. You use the Street, City, State, and Zip code fields. The completed form for a specific contract will combine these to create an address string such as 12115 Mackell Lane Bowie MD 20715 (no punctuation).

Contact-related fields

 The following fields are available for adding to your PDF contract.

Field name	Description / source
adopter_firstname	The adopter's first name from the adopter's contact record
adopter_lastname	The adopter's last name from the adopter's contact record
adopter_name	First and Last from the adopter's contact record
adopter_address	Street, city, state and zipcode concatenated together with spaces ex: 12115 Mackell Lane Bowie MD 20715
adopter_street	The street address only ex: 12115 Mackell Lane
adopter_city	City
adoption_fee	The adoption fee for animal.
adopter_city_state_postalcode	Returns a value like: Toronto, ON M7A
adopter_state	State
adopter_postalcode	Postal code (Zip code commonly used in other countries)
adopter_county	Adopter's county
adopter_email	Adopter's email address
adopter_email_alt	Adopter's alternate email address
adopter_phone_home	Home phone number
adopter_phone_work	Work phone number
adopter_phone_cell	Cell phone number
contract_date	The date the PDF contract is generated
submitted_date	The date the Online Form was submitted

Animal-related fields

Field name	Description / source
animal_age	Age string ex: If birthdate is provided: 2 years 1 month If not, general age: Young
animal_altered	Spayed/neutered Example: Yes
animal_altered_female	Contains an X for altered female
animal_altered_male	Contains an X for altered male
animal_altered_sex	Contains a combination of Unspayed, Spayed, Intact, Neutered, and Female or Male. Examples: Unspayed Female, Intact Male

animal_birthdate	Birthdate Ex: 5/15/2015
animal_breed	Primary breed
animal_breed_secondary	Pulled from the *secondary breed* field.
animal_breeds	Combination of primary, secondary, and mixed Ex: Labrador Retriever/German Shepherd/Mixed
animal_coatlength_long	Returns a value of X for the animal coat length field when the radio button Long is selected. Coat Length ○ Short ○ Medium ○ Long ◉ Unknown
animal_coatlength_medium	Returns a value of X for the animal coat length field when the radio button Medium is selected. Coat Length ○ Short ○ Medium ○ Long ◉ Unknown
animal_coatlength_short	Returns a value of X for the animal coat length field when the radio button Short is selected. Coat Length ○ Short ○ Medium ○ Long ◉ Unknown
animal_color	Color (the detailed color from the text field)
animal_color_general	Color (the drop-down color)
animal_current_size	Current size and unit of measure Ex: 22 Pounds
animal_housebroken	Housebroken Ex: Yes
animal_name	Name
animal_microchip_number	Microchip number
animal_microchip_vendor	Microchip vendor / manufacturer
animal_mixed	Returns a value of *Y* or *N*. This value comes from the *animal mixed* field when adding/editing an animal.
animal_origin	Origin field
animal_rescueid	Rescue ID
animal_internalid	Internal ID
animal_sex	Sex Ex: Female
animal_sexfemale **animal_sexmale**	Contains an X for the appropriate gender
animal_size	General size potential
animal_species	ex: Dog, Cat, Rabbit
animal_speciescat **animal_speciesdog** **animal_speciesother**	Contains an X for the appropriate species

animal_sn	Unspayed, Spayed, Intact, Neutered
animal_declawed	Cat declawed question
animal_special_needs	Special Needs Ex: Yes
animal_special_needs_descr	Special Needs description
animal_journal_entries	The values for animal vetting from the animal journal entries. 2017-11-27 DHLPP Done on 12.10.17 by Calhoun County Humane Society 2017-11-27 HW test Positive. Done on 12.04.17 by Calhoun County Humane Society 2017-11-27 Ivermectin Done on 12.10.17 by Calhoun County Humane Society 2017-11-27 Capstar Done on 12.10.17 by Calhoun County Humane Society When using this field on a PDF contract, be sure that the form field "Options" has the "Multi-line" checkbox selected and that a large enough field space is provided to populate with the data.

Foster-related fields

> ⚠ **Privacy Setting Warning**
>
> Please be aware, if you include foster fields, foster data will always be listed for the Contract fields if it's available in the database, regardless of the privacy setting on the Foster Contact.

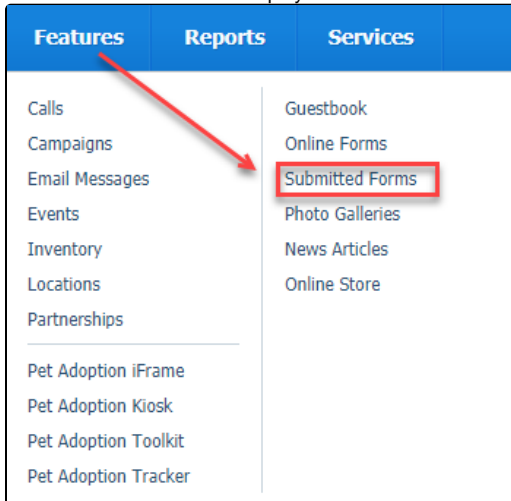| Field name	Description / source
foster_firstname	The foster's first name from the foster's contact record
foster_lastname	The foster's last name from the foster's contact record
foster_name	First and Last from the foster's contact record
foster_street	The street address only ex: 12115 Mackell Lane
foster_city	City
foster_state	State
foster_zipcode	Zip code ex. 01950
foster_postalcode	Postal code (usually used in other countries)
foster_city_state_postalcode	Returns a value with city, state and postal/zip code Ex. Bowie, MD 20718 or Toronto, ON M7A
foster_county	Foster's county
foster_address	Foster's address
foster_email	Foster's email address
foster_email_alt	Foster's alternate email address
foster_phone_home	Home phone number
foster_phone_work	Work phone number
foster_phone_workext	Work phone extension
foster_phone_cell	Cell phone number

Create a PDF Contract for a user

Once the PDF Contract is set up for your form by RescueGroups.org support, you can create a PDF contract using the following instructions below.
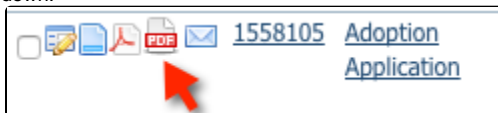
> ⚠️ Be sure that the name of the animal on the submitted online form is correct before creating a contract.
>
> If an application is submitted with no animal name or with the wrong animal name, you will need to edit the submitted online form before creating the contract.

1. Click **Submitted Forms** to display the list of submitted forms in your account (**Features > Submitted Forms**).

2. In the list, next to the form you want converted to PDF format, then click the PDF icon. This icon looks like a document with the corner turned down.

3. You will see a list of fields that will be added to the contract, like below:

   Some of the values are automatically pulled from your RescueGroups.org data, but some may not be, depending on which fields you defined when we setup your contract. You can edit all values before creating the contract. For example, you could edit the Breed name or include more details about the contact.

4. Ensure the data is what you want to include on the PDF contract.

5. Click **Create Contract**. Your web browser should open or automatically download the PDF document, which contains the autofilled field values from the specific submitted form.

6. When your team opens this PDF, you may be able to fill in or edit other text fields using your PDF application, if those fields were configured when your PDF Contract was first setup. Please note, If an electronic signature field was configured, you will need to use Adobe Acrobat products to complete those fields.

7. If you would like to share a final contract at this point, you can print it now. If you want to email or save a digital copy where the form fields are not easily edited, we would suggest you use your PDF application to save a new version using an option such as "Print to PDF" option.

8. If you have saved a digital copy, we would suggest adding it to the appropriate Animal and/or Contact record in RescueGroups.org for your team's future reference.

Save the PDF Contract data fields

You can save a ".FDF" data file to your computer to save the fields that were entered when the PDF was created. The ".FDF" file contains the data that is used to fill out the form but does not contain the form (PDF) itself. If you save the ".FDF" file to your computer and then open it at a later time, the PDF file will be downloaded from the Internet and the data from the ".FDF" file will be used to fill in the information on the form.

Keep in mind that if you save the ".FDF" file it may be unusable at a later time if the PDF file has changed.

Troubleshooting

If you have difficulty with your PDF contract, check this troubleshooting list for help or contact support.

You continue to see an older version of your PDF even after update

Your web browser may be caching (keeping an old copy) of the previous version of the PDF file. To force your web browser to download the latest, most current version, press **Control-F5** to refresh the document. Check your web browser for the exact steps to hard-refresh, or contact us. See the section on Getting Support in the Getting Started with RescueGroups.org guide.

Error message "This PDF is attempting to launch..."

If you see this message you may need to disable **Protected Mode**. Use these instructions:

1. Open *Adobe Reader*.
2. Click **Edit > Preferences**.
3. Click **Security (Enhanced)**.
4. Deselect the checkbox for the option **Enable Protected Mode at startup**.
5. Click **Yes**.
6. Click **OK**.
7. Close *Adobe Reader*.

Using the Chrome browser

Viewing the PDF Contract may not work inside of *Chrome* until you disable the built-in PDF viewer. There is an issue with the built-in *Chrome* PDF Viewer. You can disable the built-in PDF Viewer in this way:

1. In the *Chrome* address bar, go to **about:plugins**.
2. Click **Disable** next to **Chrome PDF Viewer**.
3. Go back to the **Submitted Forms** page and generate the PDF Contract.

Reference: http://productforums.google.com/forum/#!topic/chrome/3IQR2JOX94g

ⓘ We recommend that you reboot after disabling the built-in *Chrome PDF Viewe*r. There is a report that after disabling the built-in *Chrome PDF Viewe*r a reboot may be necessary to avoid experiencing a warning in an inescapable loop.

Using Firefox (versions 19 and above)

Viewing the PDF Contract may not work inside of *Firefox* versions 19 and above because of an issue with the built-in PDF Viewer. Follow these instructions to direct *Firefox* to open *Adobe* PDF files outside of *Firefox*:

1. Open *Firefox*.
2. Click the **Menu** icon (sandwich).
3. Click **Options**.
4. In the **Action** column for **Adobe Acrobat Forms Document (application/vnd.fdf)** select **Use Adobe Reader**.
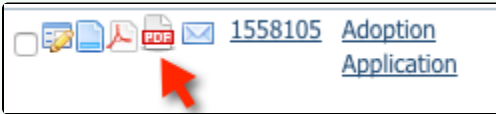5. Click **OK**.

Printing your online forms

You can add a pdf contract for any of your forms, including all of your applications or for your contract. Then you can print out a form at any time. This feature is great for printing a contract before an adoption placement -- the information comes automatically from your RescueGroups.org account so you don't have to re-write it on the contract. You can use it to print any contract-type form, including volunteer contracts, home visit forms, etc.

> ✅ **Where do I find it?**
>
> Find the **PDF Contracts** icon next to the name of the online form you wish to use as a printable document. Find the document you want to print and tap the PDF icon. Print.
>
>

Popular Questions
Topics:

- animals
- pdf
- contract
- animal

1. 0
   votes
   ### How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?
   - **4** answers
   - Whiskers & Tails Rescue Foundation
   - Sept 21, 2023
   - Space: Website Service Guide
   - website
   - exports
   - animals
   - toolkit

2. 0
   votes
   ### How do I get my listings to automatically feed to Facebook?
   - **1** answer
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe

3. 0
   votes
   ### Requests
   - **0** answers
   - Anita Lowman
   - Feb 19, 2024
   - requests
   - animals

4. 0
   votes
   ### My Animal List is empty
   - **2** answers
   - Tammy Mullins
   - Feb 06, 2024
   - animals

5. 0
   votes
   ### Add a mixed breed choice for dogs
   - **1** answer

- Richard [RG]
- Feb 27, 2014
- requests
- animals
- breeds
- exports

6. 0
   votes

   Change default location to "no"
   - **1** answer
   - Alana Woodbury
   - Jan 22, 2024
   - animals
   - exports

7. 0
   votes

   What fields is the Asilomar Advanced Animal Statistics report pulling from
   - **0** answers
   - Alana Woodbury
   - Jan 20, 2024
   - animals

8. 0
   votes
   status

   Is there a way to view relationship from the Animal List page?
   - **1** answer
   - Michelle Caylor
   - Dec 08, 2023
   - animals

9. 0
   votes
   status

   Can we increase the information exported to Adopt-A-Pet to include relationships?
   - **1** answer
   - Michelle Caylor
   - Dec 08, 2023
   - animals
   - exports

10. 1
    vote

    How do I duplicate an application? When I try to duplicate the resulting form is "Incomplete," and data from original form does not transpose.
    - **1** answer
    - Kirsten A Reed
    - Oct 25, 2021
    - animals
    - forms
    - animal

Have a question about this topic?