



Guidelines for Adobe Quarterly Report Submissions

All Quarterly Report templates are available on-line at:

<http://phpa.dhmf.maryland.gov/oralhealth/Pages/funding-ops.aspx>

Do not open a quarterly report form and type data directly into the report on the webpage. This will cause you to e-mail a blank report.

1. Before entering any information, click "Save link as"
 - a. For Mac users, press and hold the CONTROL key before you click the mouse button.
2. A dialog box will appear, allowing you to save the form on your computer in the selected folder of your choice.
3. Save the document as an "Adobe Acrobat Document." ***
4. Find the location where you saved the document on your computer, and open the document.
5. Enter your data by filling in the appropriate fields.
6. Save your changes by going to: **File** and then **Save As** and then renaming your document from the template to, for example for an Oral Disease and Injury Prevention award, **FY 14 County Name 1st Quarter Oral Disease Activity Report**. If you also are submitting a report for Sealants, open the template, enter your information and save as, for example, **FY 14 County Name 1st Quarter Sealant Activity Report**.

NOTE: The Oral Disease and Injury Reporting Form is a cumulative report and each quarter can be added to the previous quarter's report and renamed for the new quarter. The Sealant Report is for the quarter only so it is important that you note the appropriate quarter in the drop-down list near the top of the form under the fiscal year.

7. E-mail your quarterly reporting forms to dhmf.ugaoralhealth@maryland.gov by the appropriate due date.

***Note: If you are encountering problems with your quarterly reports, you should ensure you have the most updated version of Adobe Reader. Updates are free, and available for download at: <http://get.adobe.com/reader/otherversions/>