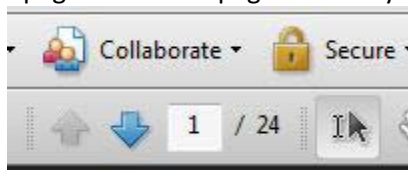


## Helpful Hints for accessing and using the OT Report Form and OT Checklist for Major Home Modifications and the Minor Home Modification Proformas

1. All forms and proformas can be accessed as both hard and active copies on State Councils website [www.nswhmms.org](http://www.nswhmms.org) or links as follows  
  
Forms <http://www.nswhmms.org.au/node/3032>  
  
Proformas <http://www.nswhmms.org.au/node/3034>
2. Hard copies can be downloaded from the website and printed and/or saved on file
3. To be able to use the active PDF files, please make sure you have the adobe reader or acrobat updated to the latest version. <http://get.adobe.com/reader/> Please contact your IT department before installing or if you have any problems.
4. For all active forms and proformas
  - To insert an electronic signature click on the signature line, this will open up your files where you can access your electronic signature.
  - If do not have an electronic signature, please save one as a jpg and crop so you can insert in the field if required or save the document, print and sign ready for faxing or scanning
  - The Details fields ie OT and client details, are auto populated. Enter on page 1 and these details will automatically be entered on all subsequent pages
5. For all the active proformas measurements entered on the diagram on page 1 will autopopulate to the written specifications on page 2
6. On the active OT Report
  - Each Field (box) is expandable so that as little or as much text as required can be entered.  
Should you enter text in a box and it disappears out of the box, click on the next box and the text you have entered in the previous box will appear in its entirety - you can then add, change or delete any information, as required
  - On completion please fill out the page number at the end of the document as the field/ expandable box may vary the number of pages of the document.  
There is a page counter at the top of the program which will tell you the number of pages and what page number you are on



E.g.