



How to:

Create a RideWorks® order form template

Enter repetitive information on the Ride Custom Face Sheet and Order Form once, then save it for future use, so the information does not have to be entered each time you complete the forms.

The process...

1. Open the RideWorks® app.
2. Select "Order Form" at the bottom of the app.
3. Select "Copy to Adobe Acrobat."
4. Enter any information that will be the same on each order, i.e., Supplier Information.
5. Select "Back" in the top left corner of Adobe Acrobat.
6. Select the three dots next to your order form and choose "Rename." Rename your document as "Order Form Template" or something similar.
7. Anytime you need to fill out a new order form, go directly to Adobe Acrobat and select the three dots next to the order form you created. Select "Duplicate." You now have a copy of your template that you can use to fill out a new order form.
8. Don't forget to rename each completed order form to help organize your files.