

Blue Voice Forms

Support for iOS and Android

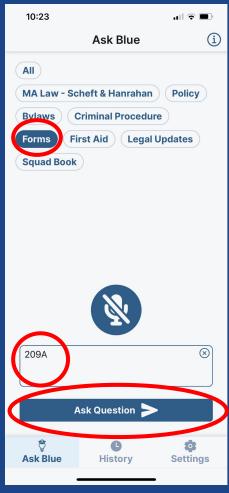
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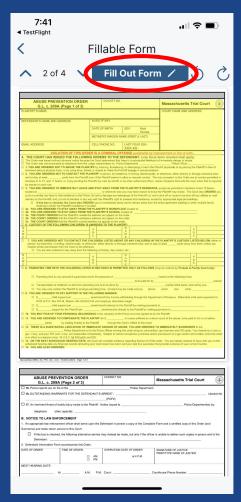
Note: Fillable forms for desktop & cruisers is not currently supported, but will be available soon.



iPhones and iPads



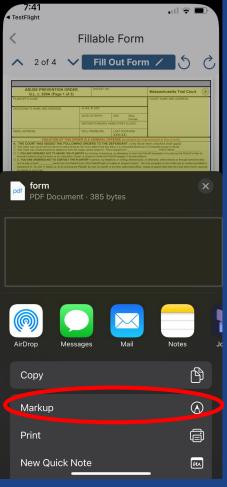


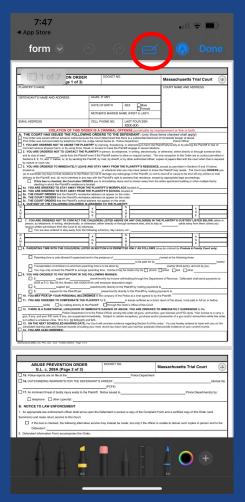


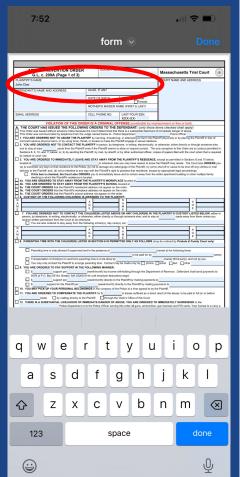
Opening Forms

- Search for a form in the Forms category. (eg. 209A)
- 2. Open a fillable form in the PDF viewer.
- 3. Tap "Fill Out Form".

1 2 3



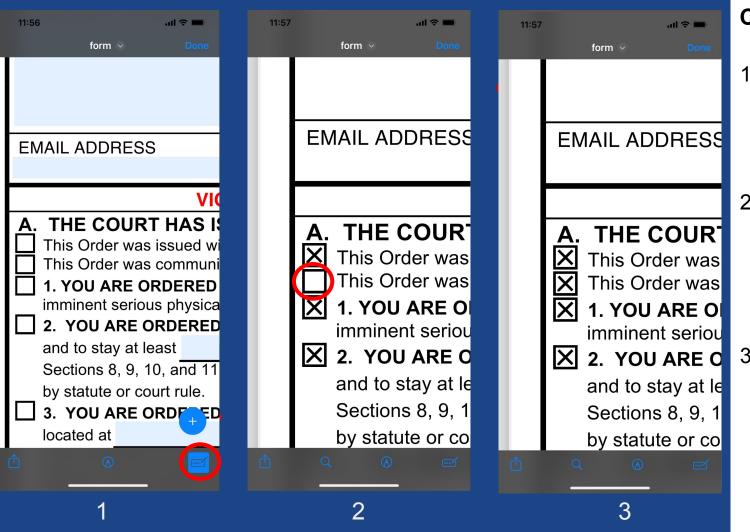




Filling Out Forms

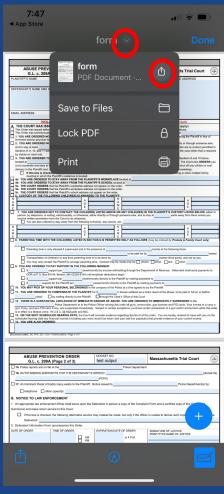
- 1. Tap "Markup".
- Tap the "Enter fields" icon.
- Fill out any fillable fields.
 Or double tap to create a new text field.

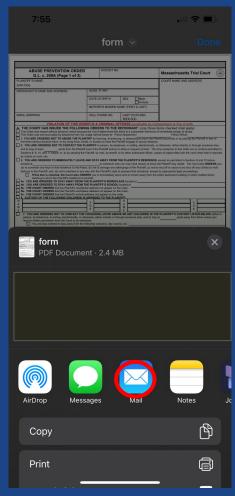
1 2 3

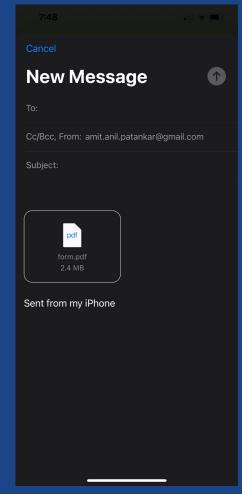


Checking Boxes

- Tap the "Enter fields" icon again to disable it.
- Zoom into the checkbox you want to "check off" and tap in the center.
- Ensure the checkbox was filled.







Sharing Forms

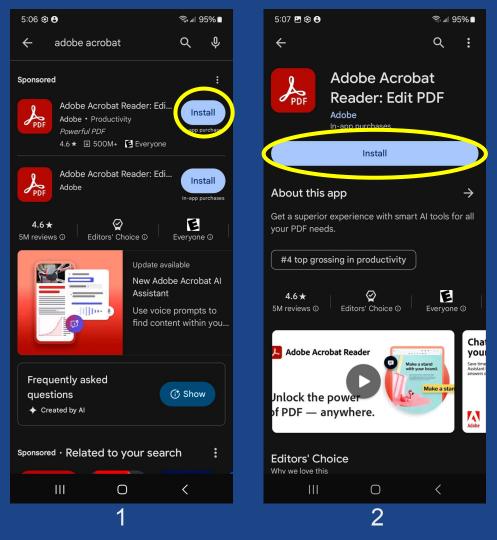
- . When finished, tap the arrow at the top and then tap the share icon.
- Tap the Mail icon.
- 3. Email the form.

1 2 3

Troubleshooting and Information

- After emailing the form, you can tap "Done" and tap "Delete PDF" if you do not want to save it to your phone to go back to Blue.
- 2. If the form appears to be locked, please ask your department administrator to reload an unlocked form to Blue.
- 3. If you're having issues, please ensure your iOS version and Blue app version are the latest available. If you're still encountering issues, please email amit@bluevoice.io for assistance.
- 4. Please note that forms are not stored on your phone or on Blue servers and only exist in your email.

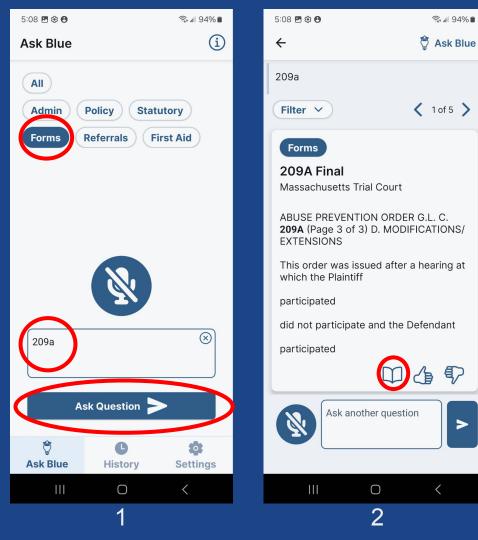


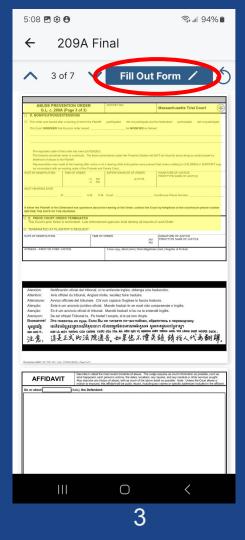


Install Adobe

- I. Search for "Adobe Acrobat" in the Play Store.
- 2. Install the application.

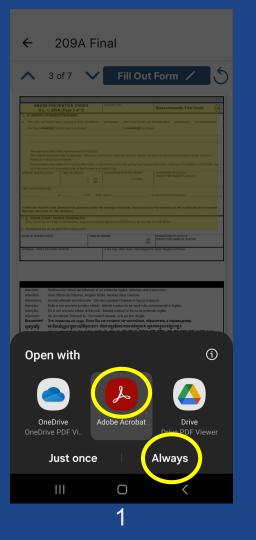
NOTE: This is a one time step.

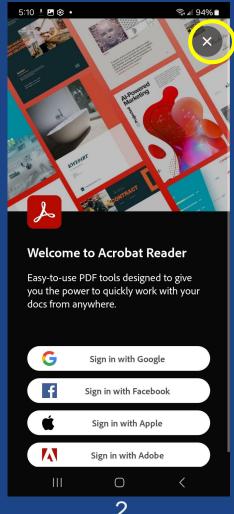


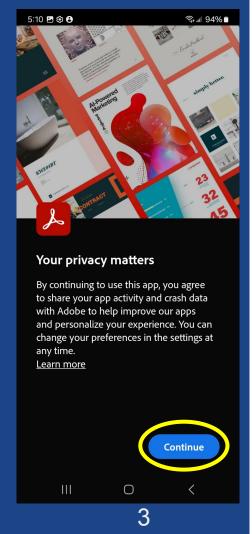


Opening Forms

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- 3. Tap "Fill Out Form".



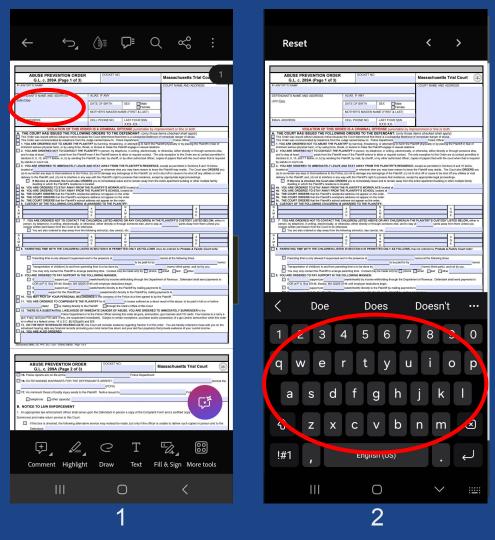




Set Up Adobe

- I. Tap "Adobe Acrobat" under Open With. Then tap "Always".
- 2. Tap the "X" in the top right to dismiss.
- 3. Tap "Continue" twice on Privacy page and Notifications page to complete setup.

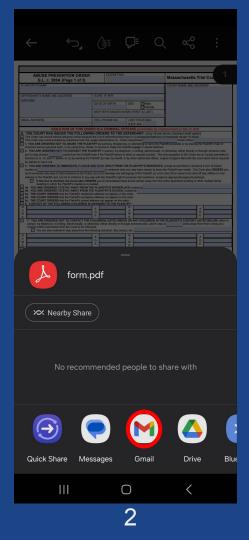
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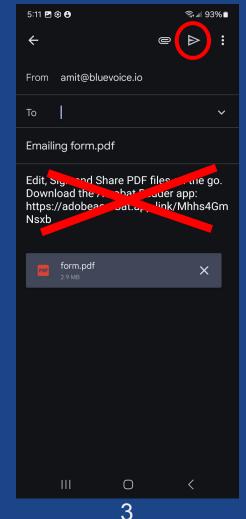


Filling Out Forms

- Tap on any fillable field.
- Fill in the field using the keyboard.







Filling Out Forms

- 1. Tap the share icon in the top bar, and then "Send a copy".
- Tap the Gmail icon.
- Delete the pre filled message and email the form.

Troubleshooting and Information

- 1. After emailing the form, you can reopen Blue to go back to it.
- 2. If the form appears to be locked, please ask your department administrator to reload an unlocked form to Blue.
- If you're having issues, please ensure your iOS version and Blue app version are the latest available. If you're still encountering issues, please email <u>amit@bluevoice.io</u> for assistance.
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