

STEPS FOR CREATING NEW RTF FORM

The subcontract letters are RTF forms that we create in Coeus using the Central Admin -> RTF forms menu. We haven't yet come up with a good way of distributing the RTF forms, so if you want to use ours, you'll have to recreate them yourself. (However, I think these letters are pretty specific to each institution).

If you want to create your own forms, here are the steps:

1. create the new form in Coeus, and add variables to the form. If the variable is used in other forms, just use same one. If not, create a new variable.

(When you save the form, the result is that rows are added to two tables - osp\$rtf_forms and osp\$rtf_form_variables.)

2. For any new variables you have created, you have to write a stored procedure that will retrieve the value for this variable. Compile the stored procedure, create a public synonym, and grant execute on it to coeususer. Also, insert a row into osp\$print_variables (manually) with the variable name and the function name (stored procedure name).
3. In the Coeus application, when you choose a form to print for a Subcontract, it will list all the forms that you have created. If you have added new variables to a form, but have not created the stored procedure, you will get an error in Coeus when you try to print the form.

Our RTF forms (as of 4/25/02) are located on the web site with the other Coeus downloads.