Use the file “Upwork Blank.doc” as the file to be converted.

The “Map” file has yellow boxes to indicate fields to be converted and location on the page.

The table on the next page indicates field behavior.

Field TAB ORDER should be left to right, top to bottom.

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter** | **Field Name** | **Type** | **Validation/Calculation** |
| A | Name | Text | None |
| B | Public/Private | Check box (either or) | Can be nothing, top box or bottom box. Not both boxes. |
| C | # Expected | Numeric | Must be an integer or blank |
| D | Phone | Text | None |
| E | Cell | Text | None |
| F | Email | Text | Required |
| G | Address | Text | None |
| H | City State Zip | Text | None |
| I | 2nd Contact | Text | None |
| J | 2nd Phone | Text | None |
| K | 2nd Cell | Text | None |
| L | 2nd Email | Text | None |
| M1 | Date1 | Date | Validate is date in future |
| N1 | Day 1 | Drop down | USE: Mon, Tue, Wed, Thur, Fri, Sat, Sun |
| O1 | Start Time 1 | Time | Display AM/PM |
| P1 | End Time | Time | Display AM/PM, End time must be after start time |
| M2-P2 |  | (same as M1-P1) |  |
| Q1 | Sanctuary | Check box | Click on or off |
| R1 | Start time1 | Time | Display AM/PM. Should be on the hour or half hour. Example 9:30 am / 1:00 pm |
| S1 | End time 1 | Time | Display AM/PM. Should be on the hour or half hour. Example 9:30 am / 1:00 pm **Must be after start time.** |
| T1 | Hours 1 | Numeric | Calculate hours as a number. Should end with .00 or .50. If not, message “Start and end times must be on the hour or the half hour” |
| U1 | Fee 1 | Numeric (dollars) | If Q1 is checked and T1 is not null, Calculate Q1 rate ($50) X T1.  For example. Sanctuary ($50), start time 9:00 am, end time 3:00 pm. T1 (hours)= 6.  U1 = 6 X $50 = $300. This number should always be positive. |
| Q2-Q5 |  |  | Same as Q1-U1 for the next 5 rows. |
| V | Office Use | Text | None |
| W | Office Use $ | Numeric | If office is offering discount, discount gets added by office in this field. Not required. Must be a number. |
| X | Fee Total | Numeric Dollars | If U1 or U2 or U3 or U4 or U5 are not null,  X= U1+U2+U3+U4+U5 – W (discount) |
| AA | Initials | 2 character text | None |
| AB | Name | Text | Populate from field “A” |
| AC | Title | Text | None |
| AD | Signature | Signature | Allow entry for electronic signature |
| AE | Contract Date | Date | Is date. |