

How to create a PDF document with a click-through disclaimer

November 2020



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Introduction

A reminder to engagement teams

The way we create Adobe PDF documents (e.g. reports/ deliverables) with a click-through disclaimer has changed. Now these PDF documents include a JavaScript window with the click-through disclaimer instead of embedding buttons to the document.

- Engagement teams must read the applicable guidance prior to requesting the PwC Creative & Visual Design (“Design”) team to create a PDF deliverable with a click-through disclaimer included.*
- It is the responsibility of the engagement team to assess whether the PDF click-through mechanism is suitable in the context of their engagement and whether the engagement letter and the final report contain the appropriate wording to facilitate a click-through disclaimer.*
- The engagement team will also be responsible for ensuring they provide the appropriately updated final documents to the PwC Design team and checking the final output for quality and accuracy prior to issuing that to the client.*

Introduction

What do you need in order to create an PDF deliverable with a click-through disclaimer?

The engagement team is required to submit the following 3 documents to the PwC Design team together with their ServiceNow request:

- *The **final signed report** ready to be converted into a PDF deliverable;*
- *Appropriately **tailored Click-through wording** document (use the one applicable based on the type of the report (e.g. controls assurance, non-statutory audit))*
- *Appropriately **tailored JavaScript** (the highlighted elements tailored to include the engagement specific details such as the client name and report reference dates).*

Who should process/ prepare the PDF click-through document?

Our default position is that the PwC Design team should be employed to prepare these.

However, in case of emergencies and the PwC Design team cannot meet the engagement team's deadline, the engagement team may set-up the click-through (if they have the appropriate Adobe PwC licensed software) by carefully following this guidance.

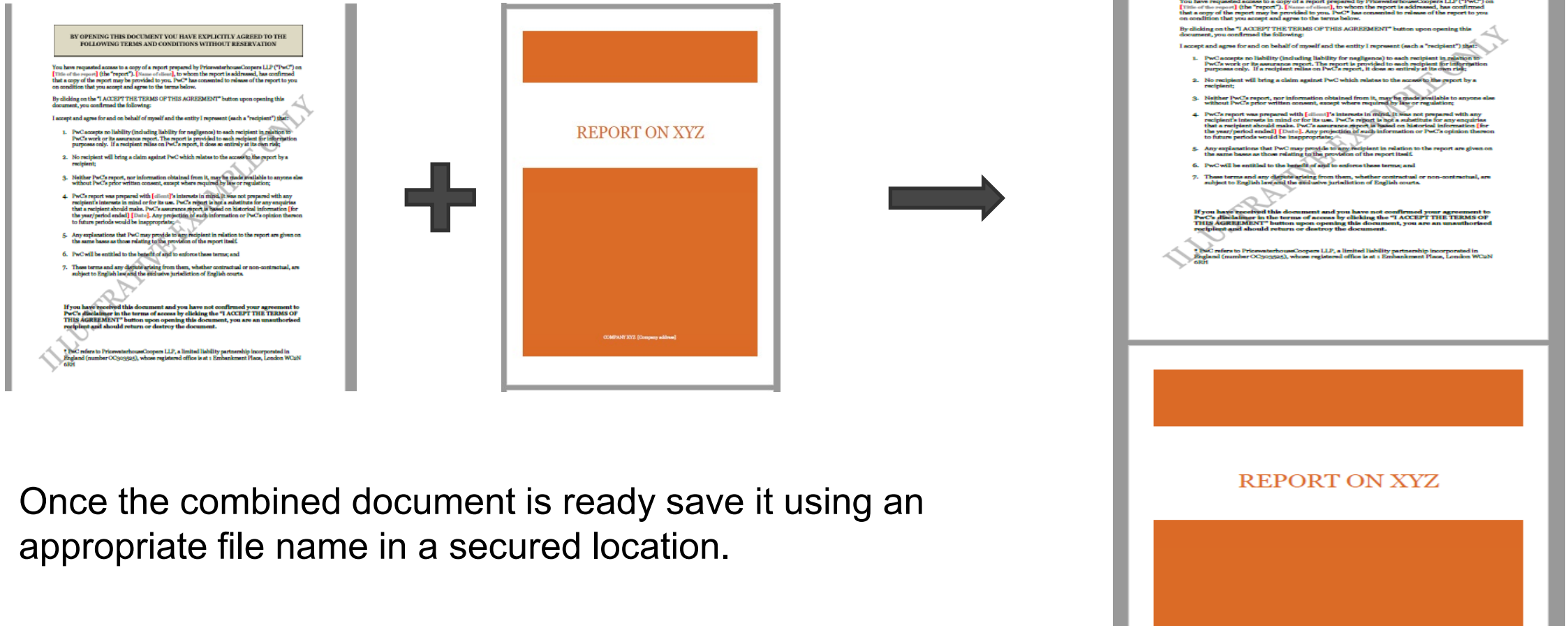
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Preparing the documents

Preparing the documents....

- Make sure you have all the 3 documents referred to in slide 4 above, prepared and saved in one location before you begin the process.
- First, convert the “final deliverable” into a PDF document if the engagement team has submitted a MS Word version of the final signed version of the report. If the engagement team has submitted a PDF version of their final signed report, you may skip this step.
- Convert the tailored “Click-through wording” document into a PDF.
- Now combine those two PDF documents (the “Final Deliverable” PDF and the “Click-through wording”) into one document. The “Click-through wording” page must be the first page (see the attached example).

Combining the documents....



Once the combined document is ready save it using an appropriate file name in a secured location.

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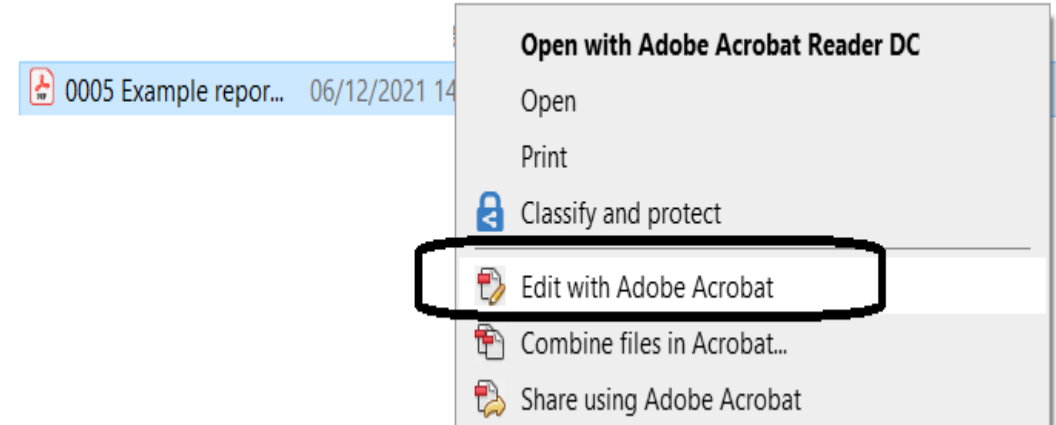
Adding the JavaScript



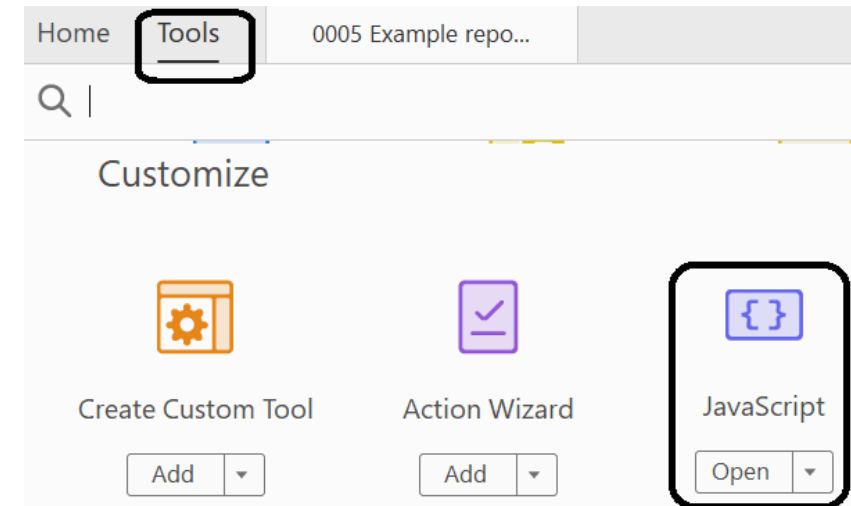
Adding the JavaScript

- Tailor the JavaScript document by updating the highlighted text locations with appropriate engagement specific details (i.e. the client name and the dates).
- We suggest that you carefully insert the applicable text into the space provided between the red square brackets first and then delete those red square brackets. Please do NOT to edit any other part of the JavaScript, as it may prevent the JavaScript from functioning as intended.
- You can now add the pre-prepared JavaScript to the PDF document.

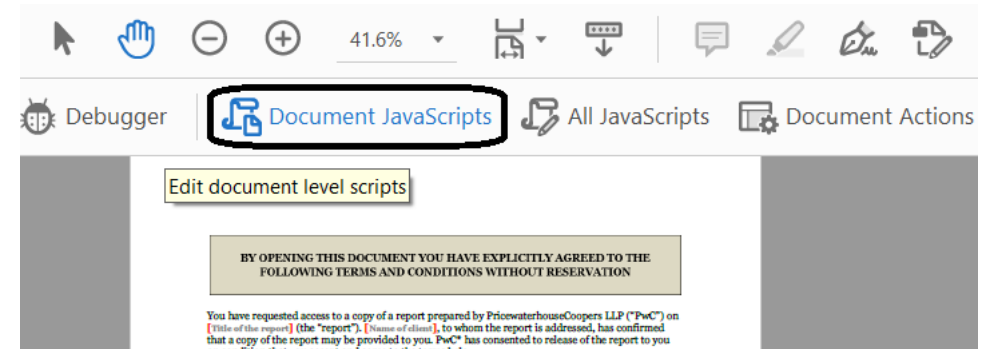
Right click on the PDF document you prepared and saved and click on the “Edit with Adobe Acrobat” option.



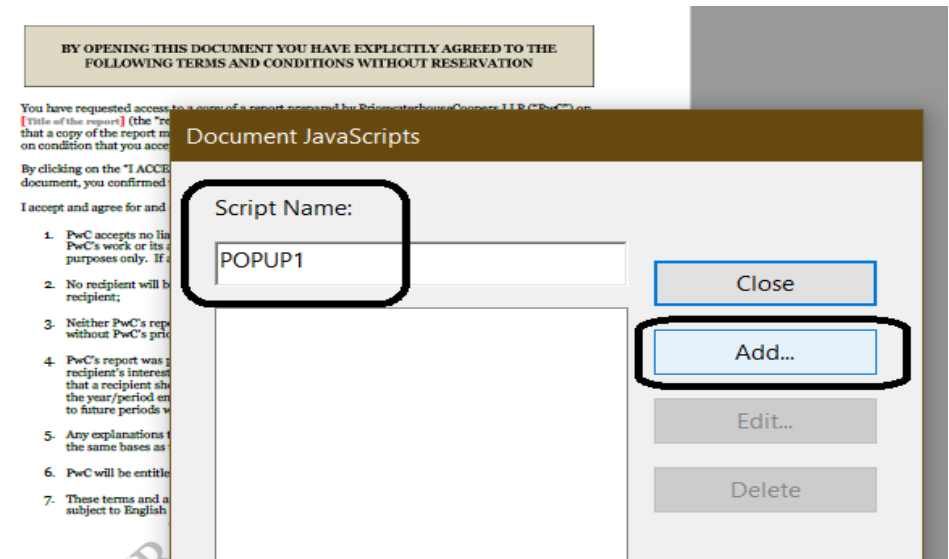
When the document opens up on the “Editable” mode, select the JavaScript from the “Tools” tab. Alternatively you can also use the Search function by clicking on the search bar and typing “JavaScript”. When you locate the “JavaScript” function, open it.



When the JavaScript menu opens, click the “Document JavaScript” button to add/ edit the JavaScript.



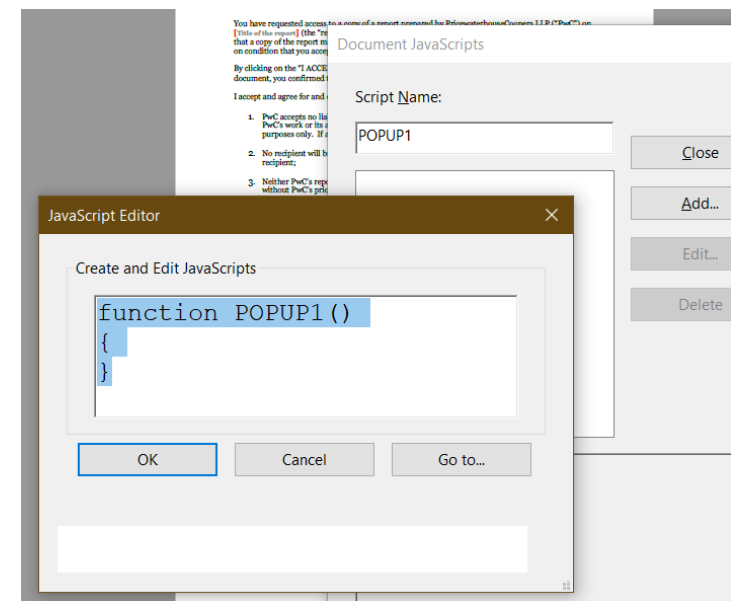
When you click the “Document JavaScript” button, a pop-up window will appear. Insert a Script name of your choice and click the “Add” button.



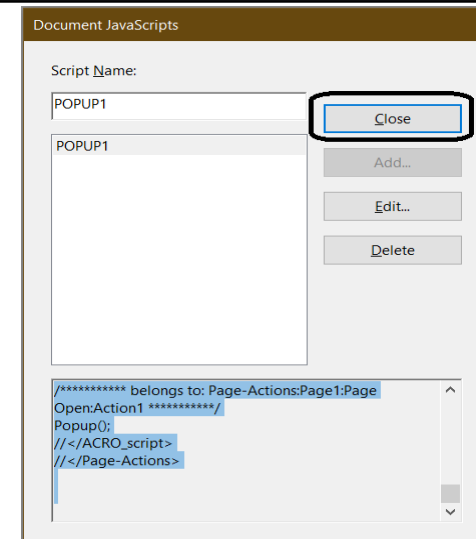
When you click “Add”, another pop-up window will open-up. In that window you will see some existing text. Delete that text in its entirety.

Then copy the entire text in your pre-prepared JavaScript document (by pressing Ctrl+A and then Ctrl+C). Once that text is copied, paste that into this JavaScript window by pressing Ctrl+V.

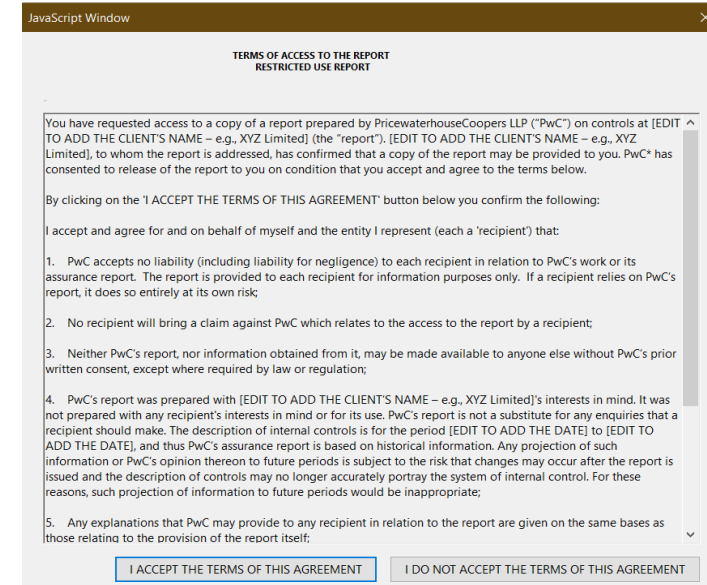
Then click “OK”.



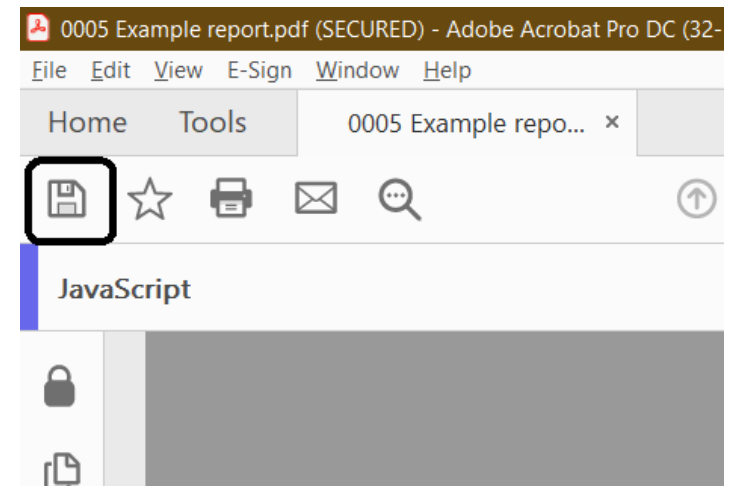
Now click “Close”.



Now the full JavaScript window should appear together with the “I accept” and “I do not accept” buttons.



At this point you should click the “I accept” button and save the document by clicking the “Save” icon.



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Securing the PDF
document

Securing the PDF document

Once the document is saved you can secure the document using a password to prevent any unauthorized party editing or disabling our click-through disclaimer or otherwise altering the final report.

The password you use shall be retained securely within your Aura file and shall **NOT** be shared with anyone outside PwC.

See the screen-print on the right hand-side for the security settings you should use.

You may use 6.0 or above for better compatibility.

PLEASE NOTE: We recommend that you **turn off** the “Permission to Print”. However, if you set permission to allow your client to “Print” any hard copies, your contractual provisions should be clear that client can only share such hard copies subject to a signed release letter (Hold Harmless terms). The objective of using the PDF click-through approach is to avoid having to share nay hard copies with the users.

Should the engagement team any doubts, they should consult with Audit Risk & Quality via Consult.

The screenshot displays the 'Document Open' dialog box with the following settings:

- Require a password to open the document
- Document Open Password: [Redacted] Not Rated
- Restrict editing and printing of the document. A password will be required in order to change these permission settings.**
- Printing Allowed: None
- Changes Allowed: None
- Enable copying of text, images, and other content
- Enable text access for screen reader devices for the visually impaired
- Change Permissions Password: [Redacted] Strong
- Options:
 - Compatibility: Acrobat 6.0 and later**
 - Encryption Level: 128-bit RC4
 - Encrypt all document contents
 - Encrypt all document contents except metadata (Acrobat 6 and later compatible)
 - Encrypt only file attachments (Acrobat 7 and later compatible)
 - All contents of the document will be encrypted and search engines will not be able to access the document's metadata.**

Buttons: Help, OK, Cancel

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Testing the
JavaScript function

Testing the JavaScript

Once the document is secured and saved, you will have to test whether the document JavaScript functions as intended.

To do this, close the document and open again. Try testing both options “I accept” and “I do not accept”. The document should open without any error messages when the “I accept” button is clicked. On the other hand, when the “I do not accept” button is clicked the document should close.

If these are not functioning as intended, please check again the JavaScript and if the issue prevails, reach out to ARQ.

information or PwC's opinion thereon to future periods is subject to the risk that changes may occur after the report is issued and the description of controls may no longer accurately portray the system of internal control. For these reasons, such projection of information to future periods would be inappropriate;

5. Any explanations that PwC may provide to any recipient in relation to the report are given on the same bases as those relating to the provision of the report itself;

I ACCEPT THE TERMS OF THIS AGREEMENT

I DO NOT ACCEPT THE TERMS OF THIS AGREEMENT

Warning: JavaScript Window

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I DO NOT ACCEPT THE TERMS OF THIS AGREEMENT

Warning: JavaScript Window

Warning: JavaScript Window - Access Terms Disagreement Warning



Disagreement to PwC's terms of access will close this document.

Are you sure you want to close this document?

Yes

No





Final quality checks....

Once the documents is ready, the engagement teams should carefully check the full report to ensure whether everything is in the correct order prior to sharing with the client.

The checks should also include ensuring the document settings are correct, signatures are in the correct locations and not been affected by the PDF conversions process, etc.

The engagement team is ultimately responsible for the quality of the PDF document as it is the final deliverable issued by PwC.

Necessary documents

Document name	Attachment
<p>1) JavaScript document</p> <p>(Please do NOT edit the JavaScript other than where specifically indicated with highlighted text and instructions)</p>	 <p>0001 DO NOT HE JAVASCRIPT EXI</p>
<p>2) Click-through acknowledgement</p> <p>Tailor the documented as indicated.</p> <p>Please DO NOT use these templates on other repots such as Non-stat audit/ AUP (ISRS 4400) without first consulting ARQ.</p>	<p>Controls/fair statement assurance engagements:</p>  <p>0002 (1) PDF :through acknowlec</p> <p>Data assurance/ other engagements:</p>  <p>0002 (2) - Click ugh acknowledger</p>
<p>3) Example signed assurance report</p> <p>This document is an illustrative example only. The final signed reports must be used when creating the PDF click-through deliverable.</p>	 <p>0003 Illustrative example</p>