

## 1 Open the form

Brian will send an email letting you know if either of the forms has been updated. You can always access the forms on the ClinicSource or at the following addresses (these are great links to bookmark):

**Meds & Vaccines:**

[http://www.minneapolismn.gov/sbc\\_medsvaccines](http://www.minneapolismn.gov/sbc_medsvaccines)

**Clinic Supply:**

[http://www.minneapolismn.gov/sbc\\_clinicsupply](http://www.minneapolismn.gov/sbc_clinicsupply)

## 2 Save the form

When a new version of a form comes out, you will want to save it to your computer.

In Internet Explorer, select **File** from the Menu Bar. Then select **Save As**.

The screenshot shows the 'School Based Clinics Supply Request Form' in Internet Explorer. The browser's menu bar is visible, with 'File' selected and 'Save As' highlighted. The form itself has a header with the Department of Health & Family Support logo and the title 'School Based Clinics Supply Request Form' (Version 1.0: 05/11). Below the header are four dropdown menus: 'School Based Clinic', 'Requestor', 'Date of Order', and 'Date for Delivery'. A note below these menus says 'Please submit order no later than 24 hours prior to delivery time.' The form is divided into two main sections: 'General Medical Supplies' and 'Syringes: Vanishing Point, box(es) of 100'. Each section contains a list of items with corresponding quantity input fields. For example, under 'General Medical Supplies', items include Ammonia Inhalant, Alcohol Isopropyl, 70% (Rubbing), Alcohol Prep Pads, Applicator: NS, Cotton-tipped, Applicator: Sterile, Cotton-tipped, Applicator, Ob/Gyn Rayon Tipped, Asthma Inhaler Extension Tubes, Cotton Balls, bag(s) of 100, Dental Dam, and Distilled Water. Under 'Syringes', items include Table/Exam Paper, Test Tubes with Tops\*, Thermometer, Digital\*, Thermometer Probe Covers, Tongue Blades, Non-Sterile, Tongue Blades, Sterile, and Towel, 2-ply Plastic Bark.

Save the form to a convenient folder on your computer.  
*You may want to create a special folder just for orders.*

Whenever you want to submit an order, use this file you just saved onto your computer.  
**Make sure to delete any old versions.**

## 3 Fill out the form

When you are ready to submit an order, find the form you saved to your computer and open it.

Select your school, your name and the order and delivery dates.

**School Based Clinics Supply Request Form**  
Version 1.0: 05/11

School Based Clinic: <Select> Requestor: <Select> Date of Order: <Select> Date for Delivery: <Select>

Please submit order no later than 24 hours prior to delivery time.

**General Medical Supplies**

Ammonia Inhalant	item(s)				
Alcohol Isopropyl, 70% (Rubbing)	bt(s), 16oz				
Alcohol Prep Pads	box(es) of 200				
Applicator: NS, Cotton-tipped	bag(s) of 100				
Applicator: Sterile, Cotton-tipped	box(es) of 100				
Applicator, Ob/Gyn Rayon Tipped	item(s)				
Asthma Inhaler Extension Tubes	box(es) of 32				
Cotton Balls, bag(s) of 100	Sm Med				
Dental Dam	item(s)				
Distilled Water	gallon(s)				
Draw/Drape Sheets, 48"	case(s) of 100				
Eyewash Kit	kit(s)				

**Syringes: Vanishing Point, box(es) of 100**

23 x 1"	23 x 1-1/2"	25 x 5/8"	25 x 1"
	25 x 1-1/2"	26 x 3/8"	27 x 1/2"

Table/Exam Paper: case(s) of 12 rolls  
Test Tubes with Tops\*: item(s)  
Thermometer, Digital\*: item(s)  
Thermometer Probe Covers: item(s)  
Tongue Blades, Non-Sterile: box(es) of 100  
Tongue Blades, Sterile: box(es) of 100  
Towel, 2-ply Plastic Back: case(s) of 500  
Towelette, Benzalkonium Chloride: box(es) of 100  
Tourniquet, Latex-free: box(es) of 25

Enter the quantities of the items you need and enter any special instructions.

Click the **Submit by Email** button.

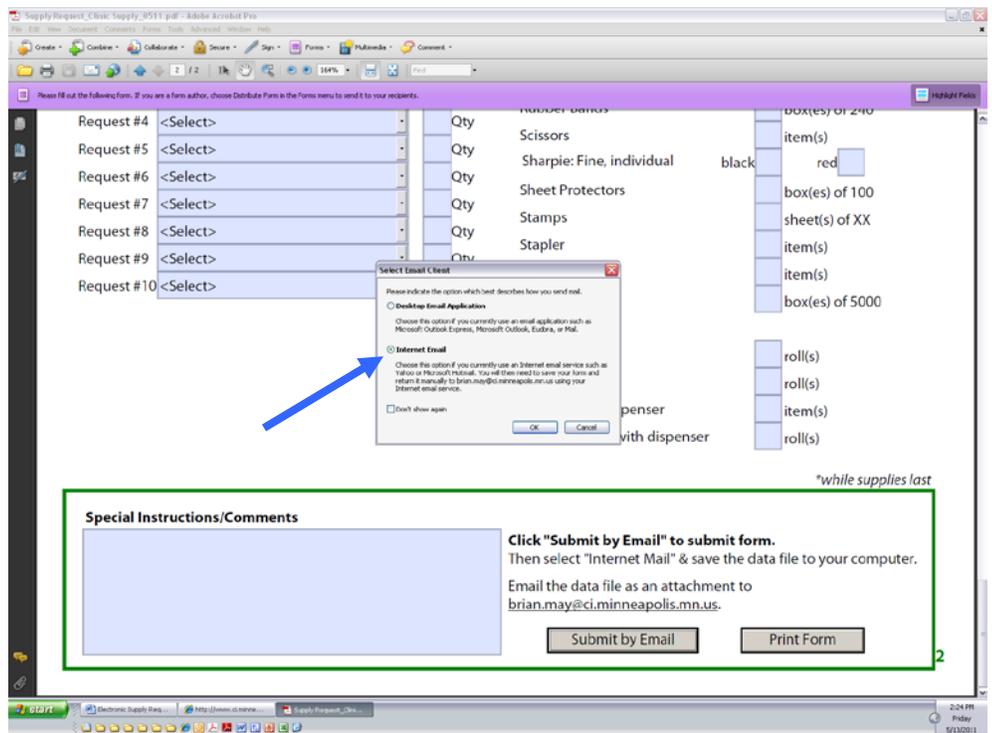
Request #8: <Select> Qty: [ ] Sheet Protectors: box(es) of 100  
Request #9: <Select> Qty: [ ] Stamps: sheet(s) of XX  
Request #10: <Select> Qty: [ ] Stapler: item(s)  
Staple Remover: item(s)  
Staples: box(es) of 5000  
**Tape**  
Packing Tape: roll(s)  
Scotch Tape: roll(s)  
Scotch Tape Dispenser: item(s)  
Shipping Tape with dispenser: roll(s)

**Special Instructions/Comments**

Click "Submit by Email" to submit form.  
Then select "Internet Mail" & save the data file to your computer.  
Email the data file as an attachment to [m.may@ci.minneapolis.mn.us](mailto:m.may@ci.minneapolis.mn.us).

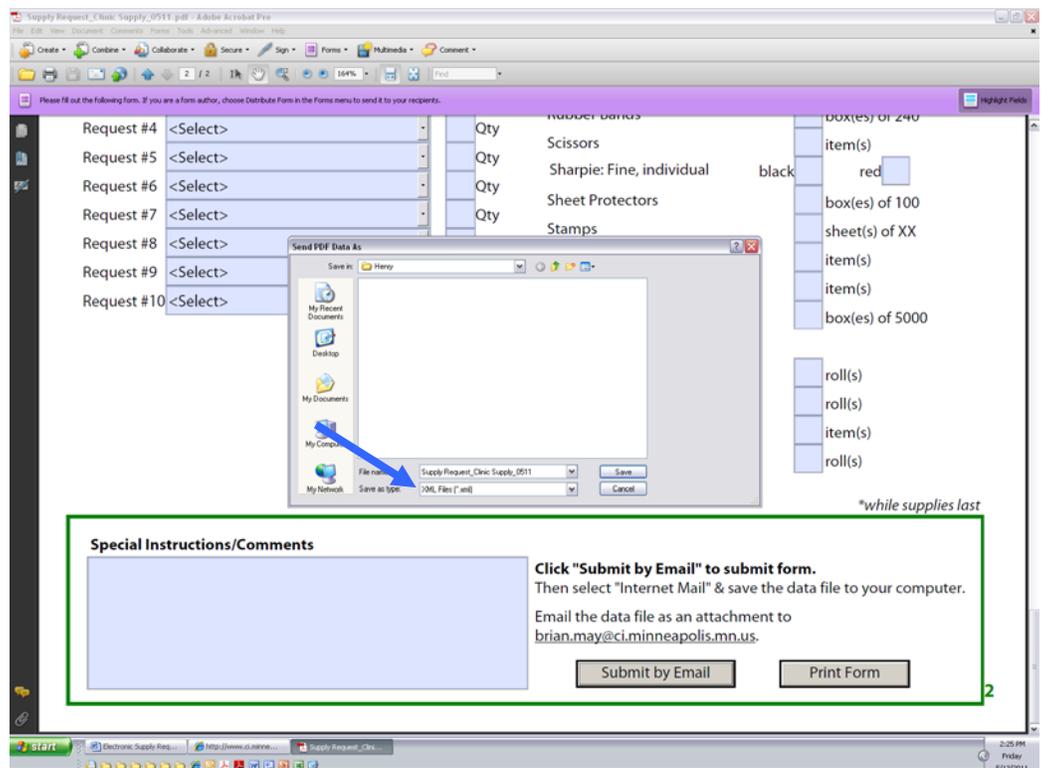
Submit by Email Print Form

Select Internet Mail.



Choose a folder to save the data file. The file name should look something like this:  
**SupplyRequest\_ClinicSupply\_031412.xml.**

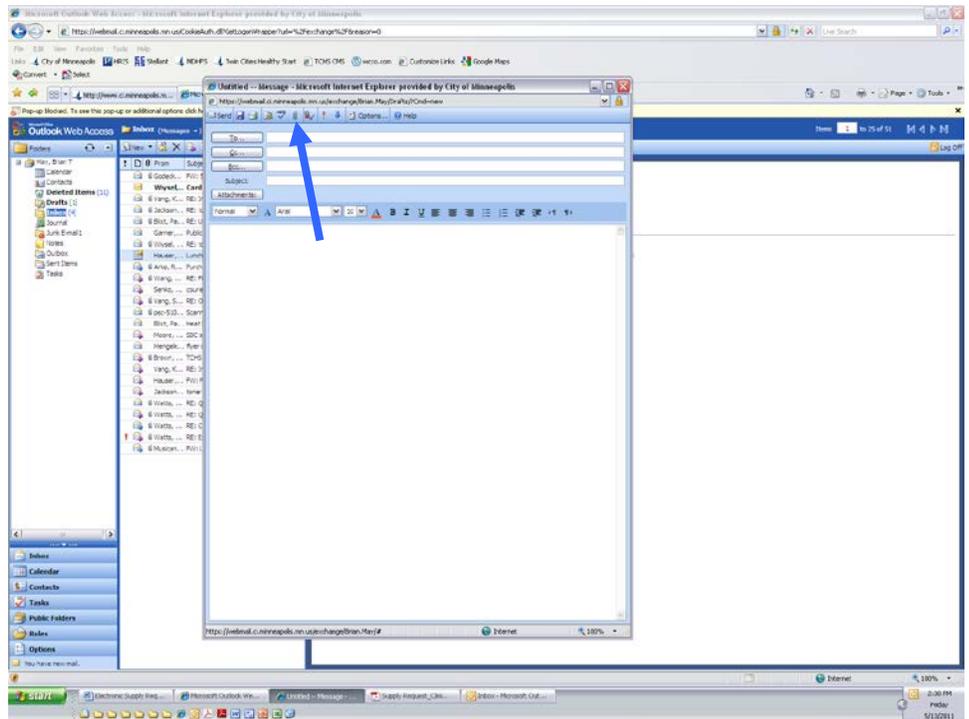
Click on **Save**.



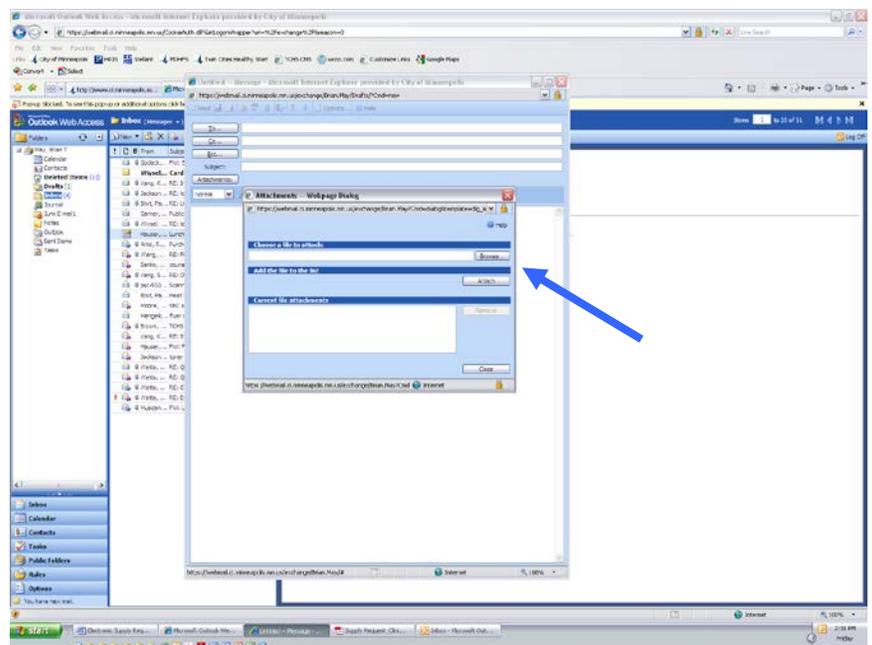
## 4 Send the Data File

Now go into your email account and create an email to [minneapolisbc@minneapolismn.gov](mailto:minneapolisbc@minneapolismn.gov).

Click on the **Paperclip (Add Attachment)** button.

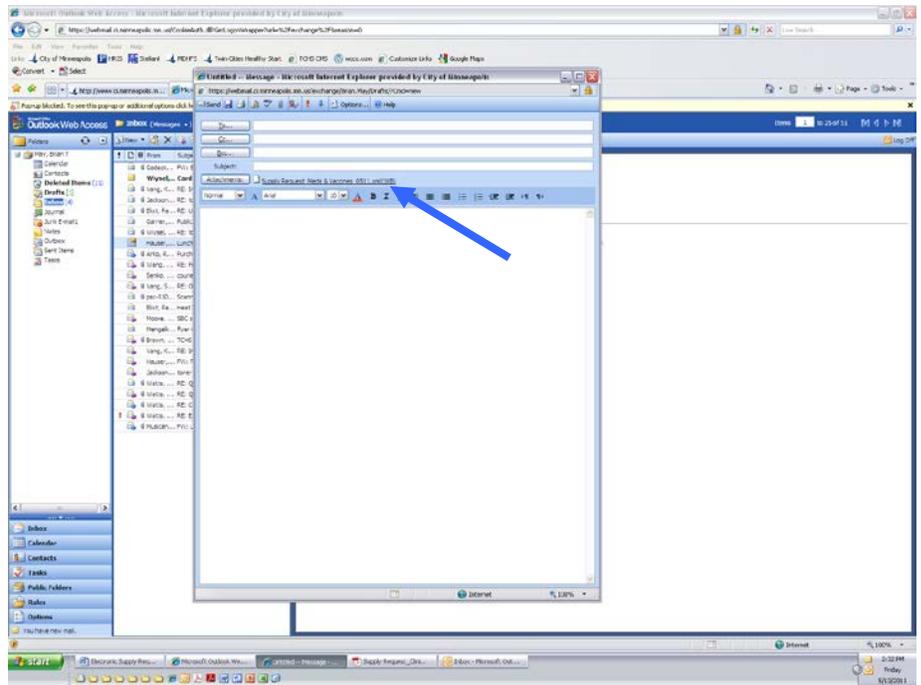


Click on **Browse** and locate the data file you just saved. Click on **Open**.



Click on **Attach**. You may select additional files to attach.

Click on **Close** when you're done.



Click **Send** when you're ready to send the email.

Your order is now sent and will be filled on your scheduled delivery date!