

**Macomb Intermediate School District
MSCSBO School Supply Bid
General Directions**

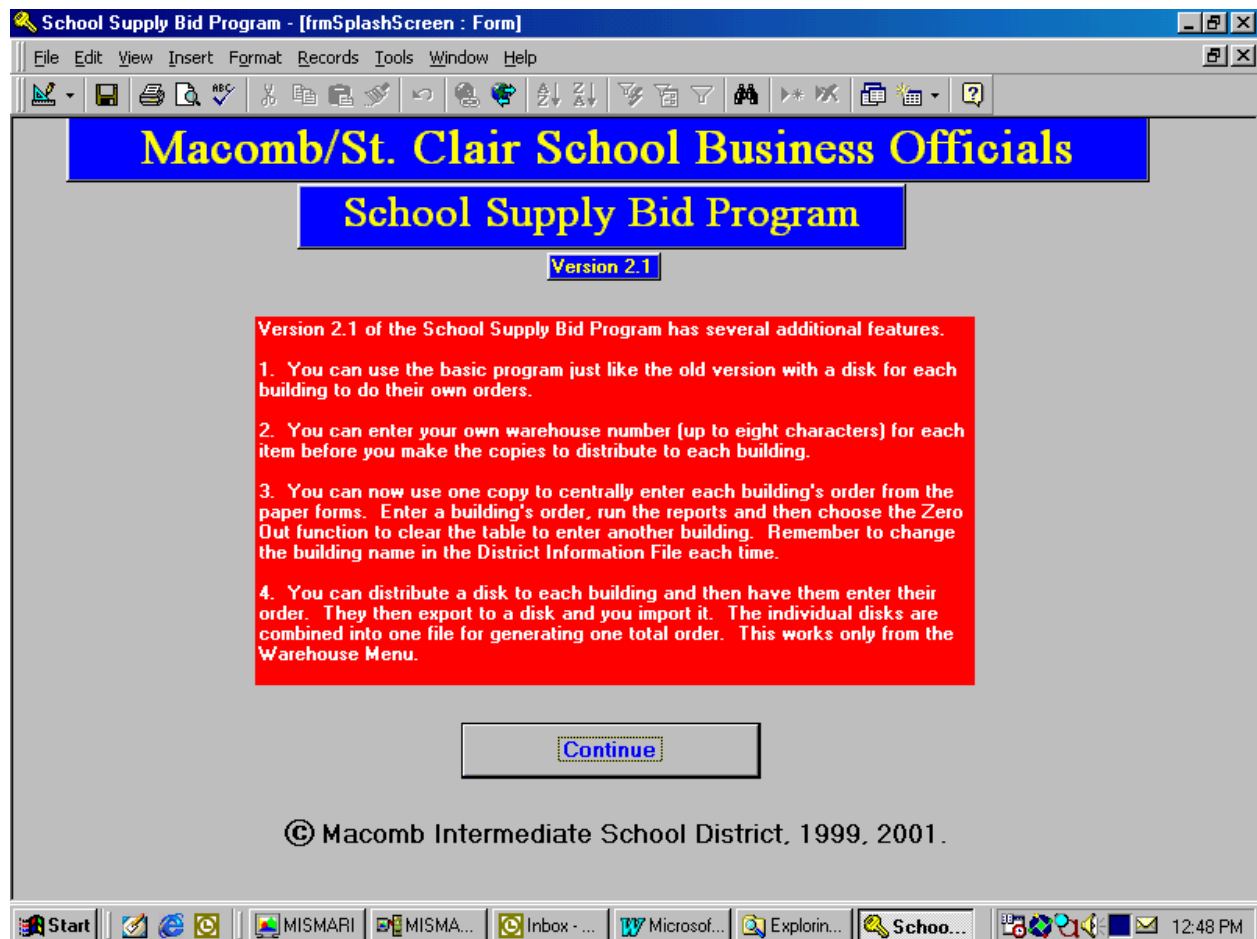
This program is written in Access2000. It is named **MISDBID.mdb**

After you've gone through the installation procedures to download the file from our website, start Access and load MISDBID. It will open automatically to the intro screen shown below. Be sure to read about the features to see which way you will want to use the program.

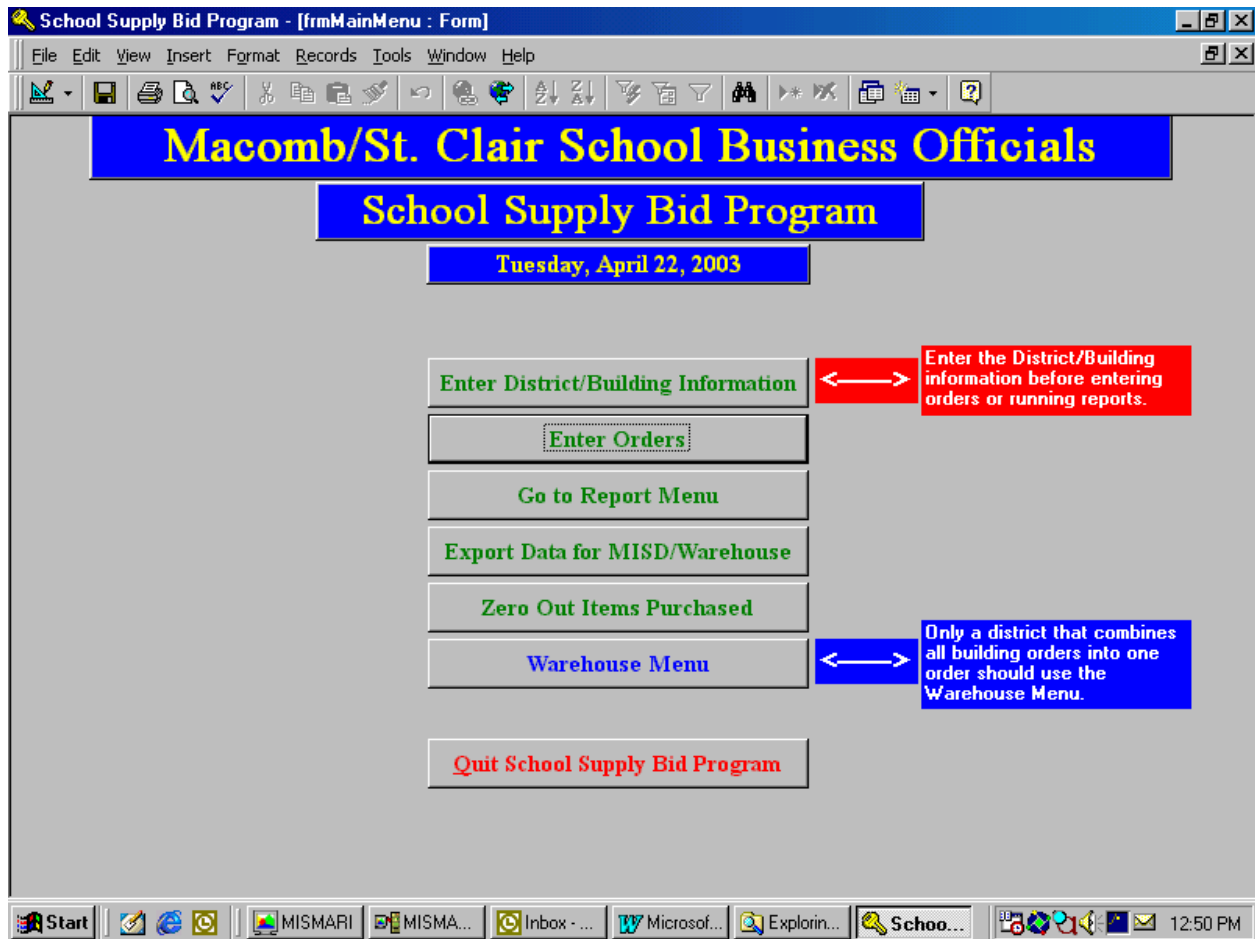
Important: You may see the following messages when you run report:

- “You are about to run a delete query that will modify data in your table.”
- “You are about to delete # row(s) from the specified table.”

If you should get these messages just answer YES. This is caused by the way the default settings are configured in your copy of Access. You can turn this off by going to Tools, Options, Edit/Find, Confirm and unchecking Action Queries.



Click on Continue to go to the Main Menu.



Main Menu

Enter District/Building Information

This information is used for the cover letters to the vendors.

Enter Orders

This is where you will enter your actual orders.

Go To Report Menu

All reports are run from this menu except for districts using the Warehouse function.

Export Data for MISD/Warehouse

This selection writes a file to a disk containing the items ordered and amounts. No other identifying data is included. The resulting disk can then be sent to the Warehouse if you are using that function or to the MISD so the MISD can give the vendors an estimate of quantities ordered by item for bidding next year.

Zero Out Items Purchased

This selection is for districts that have each building turn in their orders on the paper forms. This removes all the order amounts from the table so that another building can be entered. This will speed up the process over the previous program.

Warehouse Menu

This selection is ***only*** for those districts that have a central warehouse and combine all building orders into one. It requires each building to submit a disk of their data for importing into a master file. The warehouse will perform ***all*** functions from this menu.

Quit School Supply Bid Program

Closes down the School Supply Bid program and Access and returns to the desktop.

Enter District/Building Information

The screenshot shows a Windows-style application window titled "School Supply Bid Program - [frmEditDistrict : Form]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons for file operations and editing. The main area of the window is a form titled "School District Information" in a blue box. The form contains the following fields:

- Contact Person:
- Contact Phone:
- District Name:
- School Name:
- Ship to Address1:
- Ship to Address2:
- CityStateZip:

At the bottom right of the form area, there is a button labeled "Return to Menu". The Windows taskbar at the bottom shows the Start button, several open applications (MISMARI, MISMA..., Inbox - ..., Microsof..., Explorin..., Schoo...), and the system tray with the time 12:50 PM.

Enter the data here for each order. This data prints on the Vendor Cover Letter for shipping purposes.

Enter Orders

Macomb - St. Clair Business Officials
School Supply Bid - School Form

Enter Item Code to Locate: [Return to Menu](#)

Description and Specifications

Item Code: District Code:

Description:

Specification1:
Specification2:

Vendor: School Specialty

Unit	Price	Quantity	Ext Cost
<input text"="" type="text" value="6.84"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Page Down = Next Item Ctrl/UpArrow = First Item
Page Up = Previous Item Ctrl/DownArrow = Last Item

Record: of 467

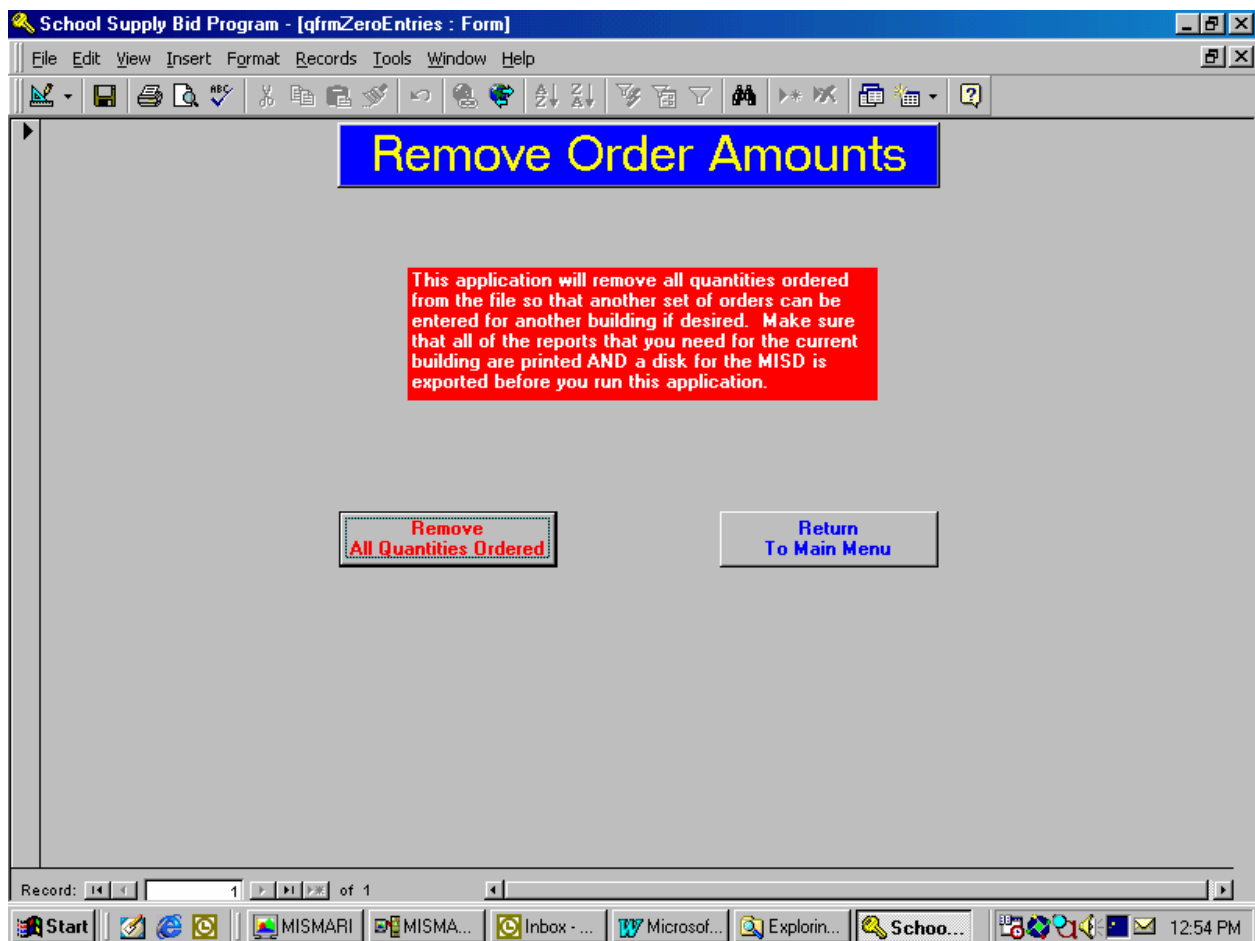
Windows taskbar: Start, MISMA..., Inbox - ..., Microsof..., Explorin..., Schoo..., 12:54 PM

There is now an item search function. Click on the button on the right to bring a list of items to choose from. You can scroll using the arrows or type in the code.

Enter the quantities you want for each item. **NOTE:** If there is nothing in the Unit Box then *do not* enter any quantity. It will print on the reports but will not calculate an extended cost.

When you are finished for the session, click on Return to Menu.

Zero Out Items Purchased



This function is primarily used ONLY by those districts that enter the orders in a central location from the paper forms. It clears the items ordered and makes it quicker to do the next building. It can also be used by a building if they make a major error in entering data and want to start over again.

Warehouse Menu



If you do not have the buildings send in disks then ***DO NOT*** use this menu except to enter your warehouse codes. Use "Enter District/Building Information", "Enter Orders" and "Go to Report Menu" functions from the main menu.

Enter District/Building Information

You may enter the ship to data here. This information is used for the cover letters to the vendors.

Enter Your Warehouse Codes

You can choose this option if you want to enter your warehouse codes so that they print out on the forms and reports. You can enter a maximum of eight (8) characters. The warehouse code will print below the MISD Item#.

Import Building Data

This will read the disks sent to you from the buildings and combine them into a master file to create one order for the district. Don't read the disks more than once since the program will accumulate the totals each time the disks are read.

Export Data for MISD

This selection writes a file to a disk containing the items ordered and amounts. No other identifying data is included. The resulting disk can then be sent to the MISD so that we can give the vendors an estimate of quantities ordered by item for bidding next year.

Reports

All of the reports are the same as the ones that are used by each building EXCEPT the data is taken from the master file. You must run the reports from this report menu if you are using the Warehouse Menu.

Zero Out ALL Items Purchased

This will delete all items from the master file. Use this only if you need to import all of the building data disks again.

While the warehouse menu allows you to accumulate orders from multiple locations, once the orders are accumulated, the amounts cannot be edited.

If you need to edit any of the accumulated quantities, we suggest the following:

1. Print out from the report menu "items ordered in item order"
2. From the warehouse menu select "zero out all items purchased" to clear the quantities.
3. Reenter the corrected quantities as though you are a single building from the regular menu.

(Instead of clearing the quantities in step 2, you could just load the program onto another computer and complete step 3.)