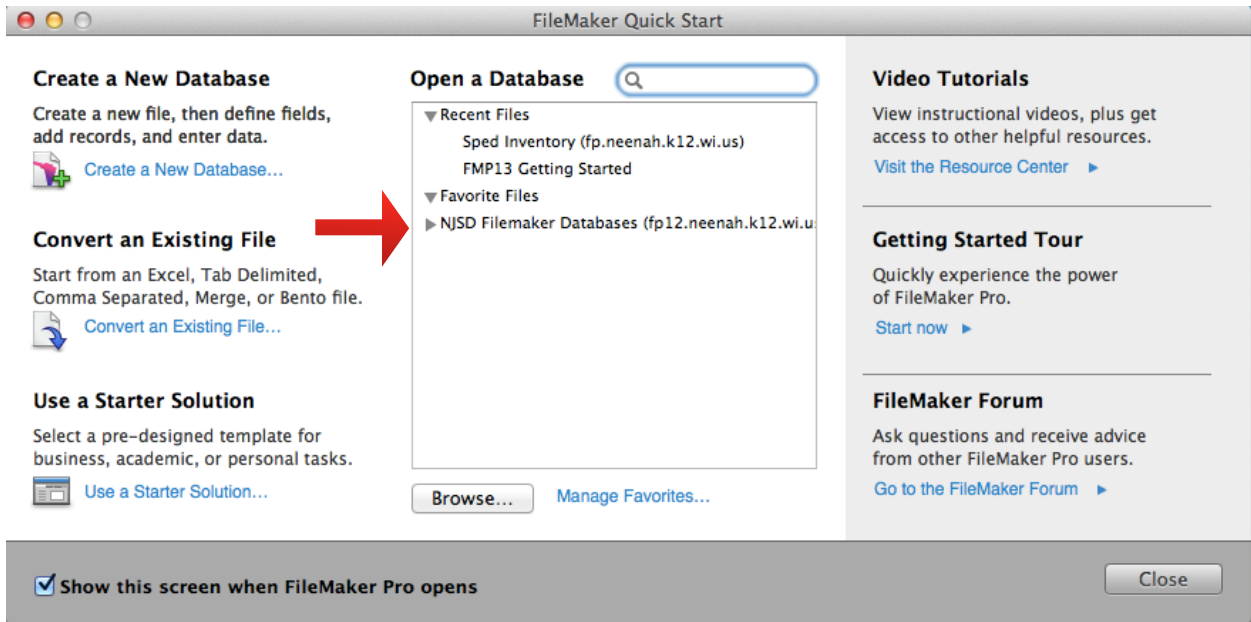


SPED-AT Inventory Procedure

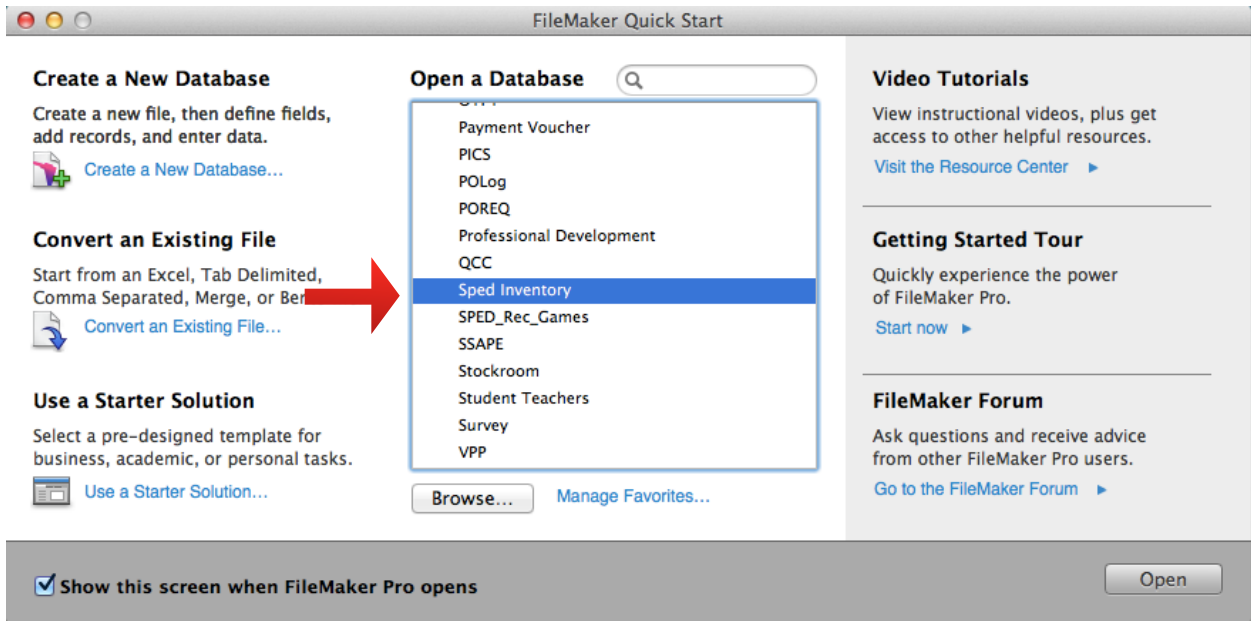
Open “FileMaker Pro”.



Expand the NJSD Filemaker Databases arrow.




Double click on “Sped Inventory.”



Enter name and password (same as computer login) and select “ok.”

Open “Sped Inventory”



Open “Sped Inventory” using:

Guest Account

Account Name and Password

Account Name:

Password:

Remember this password in my keychain

Change Password...
Cancel
OK

You should now see the Assistive Technology Inventory List.

Sped Inventory (fp.neenah.k12.wi.us)

398 / 2175 Found (Sorted)

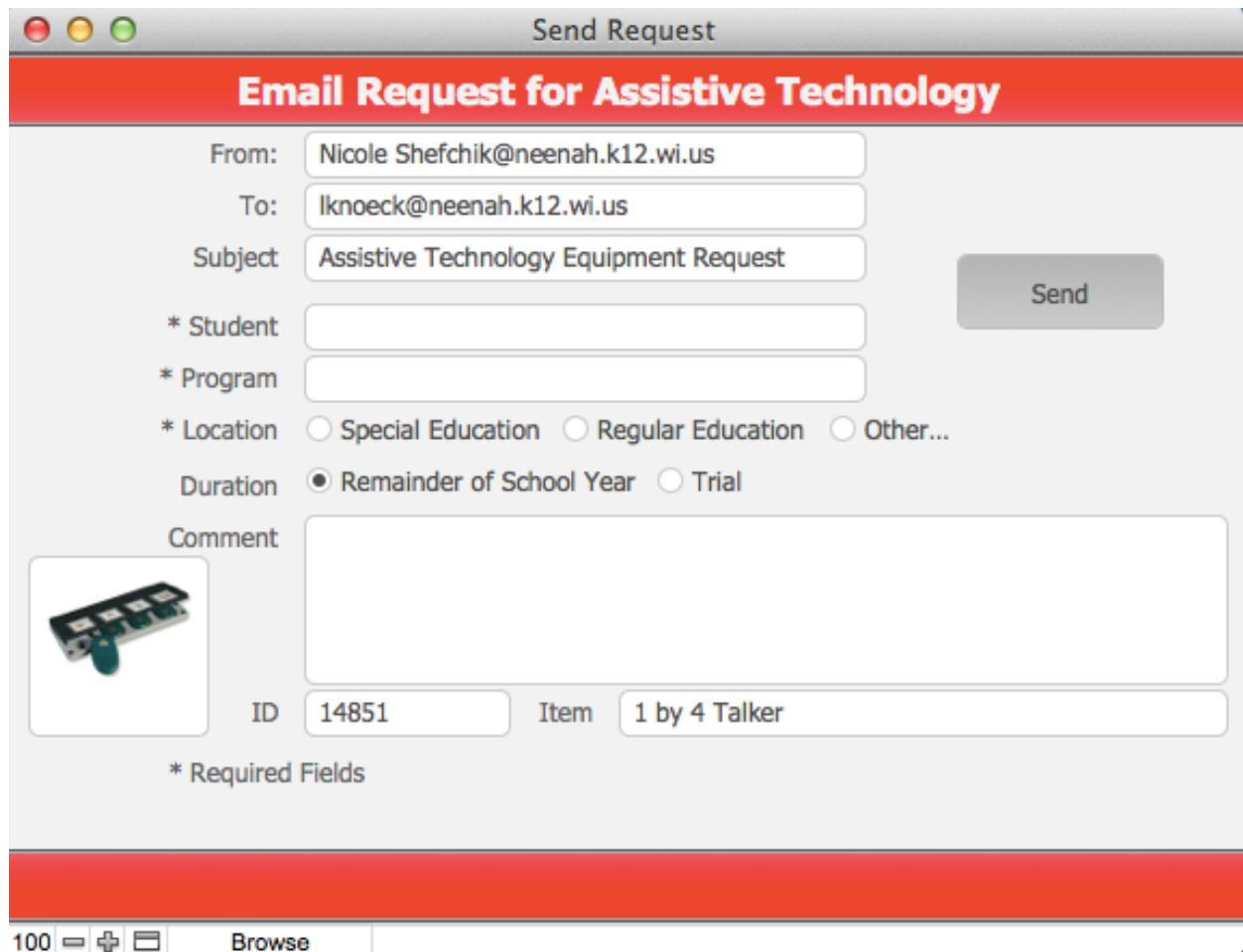
Records Find Sort

Layout: List View As: [Icons] Preview AA Edit Layout

Assistive Technology Inventory List

ID #	Item	Description	Date Out	PIC	DOC
14851	1 by 4 Talker	Four small talkers in one sturdy, press-and-play case! Use as a...			
15477	5x8 Plate Switch	A handful of fun at the touch of a switch! Our brightly-colored plate switches respond to even the slightest touch. They are			
15197	5x8 Plate Switch with Latch/Timer	A handful of fun at the touch of a switch! Our brightly-colored plate switches respond to even the slightest touch. They are			
23228	7-Level Communication Builder	It grows with you! The 7-Level Communication Builder is a self-contained communication device. It allows the user to			
21131	AbleLink TV-VCR Remote	Function Allows the user to control a TV or VCR.			
21167	Adjustable Proximity Switch	Single function switch requires no touch or pressure. This adjustable switch can detect something that has an electrical			
21168	Adjustable Proximity Switch	Single function switch requires no touch or pressure. This adjustable switch can detect something that has an electrical			
20245	Alphabet Beats-LC (DVD) *	TV Teacher TV Teacher's Alphabet Beats are fun, educational videos designed to help all			
20247	Alphabet Beats-Shapes & Strokes	TV Teacher - Strokes, Shapes & Scenes Another innovative DVD from TV Teacher, created specifically for children			
20246	Alphabet Beats-UC (DVD) *	TV Teacher TV Teacher's Alphabet Beats are fun, educational videos designed to help all			
11055	Alphasmart 2000	three "AA" batteries			
15522*	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14583	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14807*	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read	06/13/14		
14811	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14931	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14118*	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read	06/13/14		
14115	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
15919	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14580	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on 2 AA alkaline batteries. You can enter and edit text, then read			
14581	Alphasmart 3000	A simple, portable word processor. The AlphaSmart runs on			

To request an item use the envelope icon.



The screenshot shows a web browser window titled "Send Request". The main heading is "Email Request for Assistive Technology". The form contains the following fields and options:

- From:** Nicole Shefchik@neenah.k12.wi.us
- To:** lknoeck@neenah.k12.wi.us
- Subject:** Assistive Technology Equipment Request
- * Student:** (empty text box)
- * Program:** (empty text box)
- * Location:** Radio buttons for "Special Education", "Regular Education", and "Other...".
- Duration:** Radio buttons for "Remainder of School Year" (selected) and "Trial".
- Comment:** A large empty text area.
- Item:** A dropdown menu showing "1 by 4 Talker".
- ID:** A text box containing "14851".

There is a "Send" button on the right side of the form. Below the "Comment" field, there is a small image of a white electronic device with a blue button. At the bottom left, there is a "Browse" button next to a file input field.

Please note "Duration" you have two choices.

Comments: Please use this area to add any specific request on sending item(s) directly to the school/program or if you will pick up the item at the administration building (where), such as Sped Office.

Complete form and send email.