



Florida Instructional Materials Reporting Web Site (FIMWeb) Data Entry Tutorial

Version 1.0

For more information on planned purchase reporting contact:

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Introduction

Who is this tutorial intended for?

This tutorial is intended for school district employees selected by their superintendent to enter their district's planned Instructional Materials (IM) purchases for the upcoming school year.

What can I expect to learn?

You will learn how to login and how to create and maintain your user profile. You will also learn how to enter, update and view planned purchase data for your school district.

What will I need to know before I begin?

To get started, you will need the "first time user" password provided to your superintendent by the Department of Education's (DOE) Office of Instructional Materials. **If you have not received this information, please contact the office at 1-800-307-6928.**

We suggest that you print this tutorial to have on hand while visiting FIMWeb until you become familiar with the navigation and data entry process.

Navigating the FIMWeb Site

Using the Headers and Footers

Each page of the Web site contains basic navigation links in the header and footer. These links remain the same throughout the site, with the exception of the "Login" and "Logout" options. These options will vary depending on whether or not you are logged on to the web site.

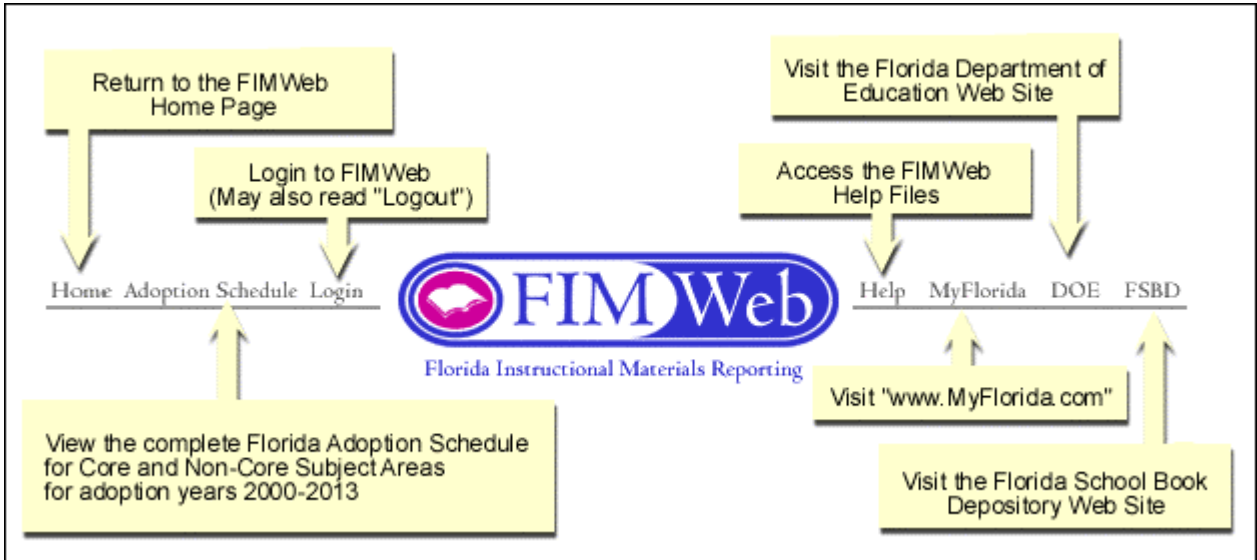


Figure 1 - Navigation Options on the FIMWeb Header

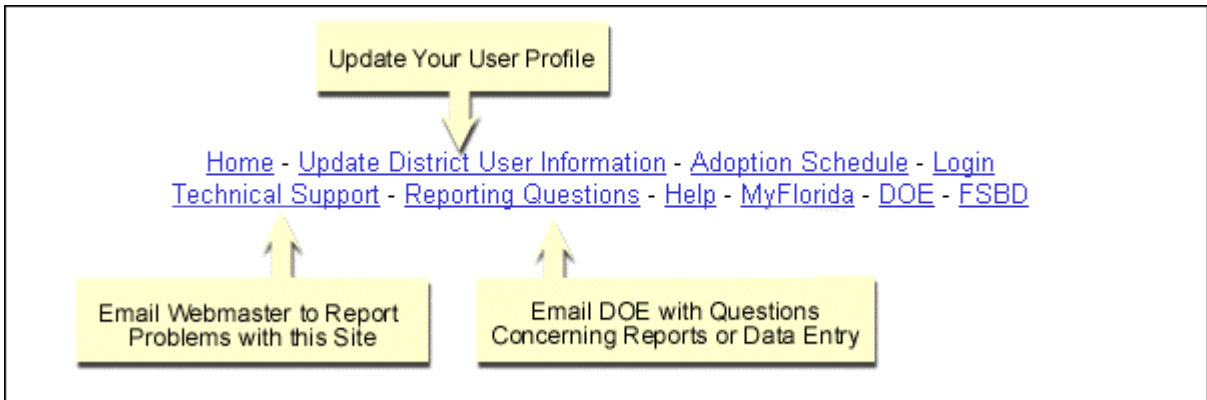


Figure 2 - Additional Navigation Options on the FIMWeb Footer

Step 1 – Logging In

Logging in on Your First Visit

1. Select the name of your district from the drop down menu on the home page labeled "District."
2. Enter the password provided to you by your superintendent.
3. Click the "Login" button to proceed to the "New District User Setup" page to create your user profile.

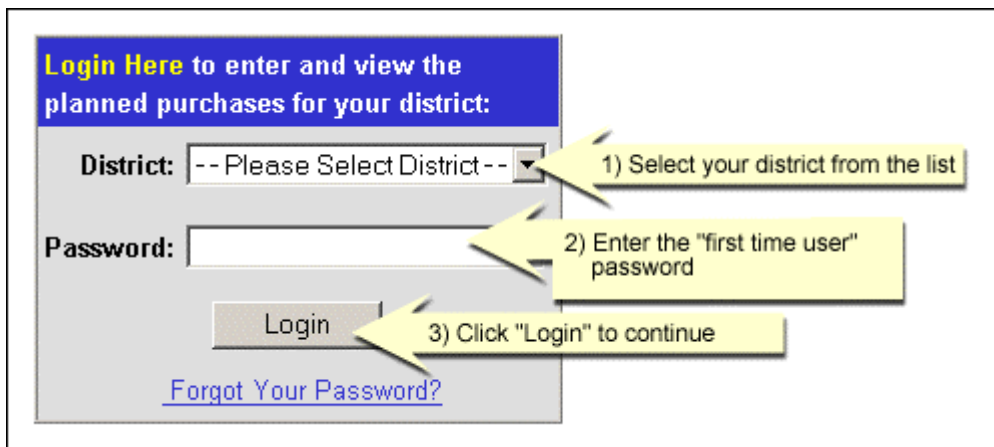


Figure 3 - The Login Dialog Box

Logging in on Subsequent Visits

Select the name of your district from the drop down menu labeled "District" on the FIMWeb home page and enter the password you chose when creating your user profile. If you have forgotten your password, see "retrieving your password."

Step 2 - Creating a User Profile

The "New District User Setup" Page

Enter your first name, last name, e-mail address and phone number into the appropriate form fields. Note: It is important that the contact information you provide on this screen is accurate and complete. If you do not have an email address, you will need to contact the DOE Office of Instructional Materials at 1-800-307-6928 before you can proceed.

1. Select a password that will be easy for you to remember and enter it in the "New Password" form field. The password may contain any alphanumeric values, for example, 0-10 or A-Z - and is not case sensitive.
2. Verify that you have typed your chosen password correctly by re-typing it in the "Verify Password" form field.
3. Click the "Save" button to proceed to step 3.

Suggestion - it's a good idea to make a note of your new password and keep in a safe place, as you will need it each time you enter the Web site.

The screenshot shows a web form titled "FIMWeb New District User Setup" with a blue header. Below the header, it says "* Please make sure you keep your district user information current *" and "(All fields are required)". The form fields are: District: Union, First Name, Last Name, E-mail, Phone (with three input boxes and a hyphen), New Password, and Verify Password. A "Save" button is at the bottom. Four yellow callout boxes with arrows point to the form fields: 1) points to the Name and Phone fields, 2) points to the New Password field, 3) points to the Verify Password field, and 4) points to the Save button.

Figure 4 - New District User Setup Screen

Updating Your User Profile

1. Select the "Update District User Information" link located on the footer of each Web site page. **Note:** If you are not logged in to the site when you go to update your profile, you will be prompted to log in.
2. Opening the "Update District User Information" page, your contact information will be displayed as it currently appears in the FIMWeb database.
3. Make the necessary changes to your contact information.
4. When you reach the "New Password" form field, you can create a new password or keep your original one. Either way, the password you choose must be entered here.
5. Verify that you have entered your password correctly by typing it again in the "Verify Password" form field.
6. Click the "Save" button to save your changes and return to the main menu.

Step 3 - The Main Menu (or "Welcome" Screen)

Using the Main Menu Options

The main menu page is the central "home page" for the logged-in user. You will return to this screen after completing all Web site functions. You can then chose between the following two options:

- Enter Planned Purchases for Your District
 - View or Edit Planned Purchases for Your District
2. For the purposes of this tutorial, select the "Enter Planned Purchases for Your District" option to proceed to the Abbreviated Adoption Schedule Reference Screen.

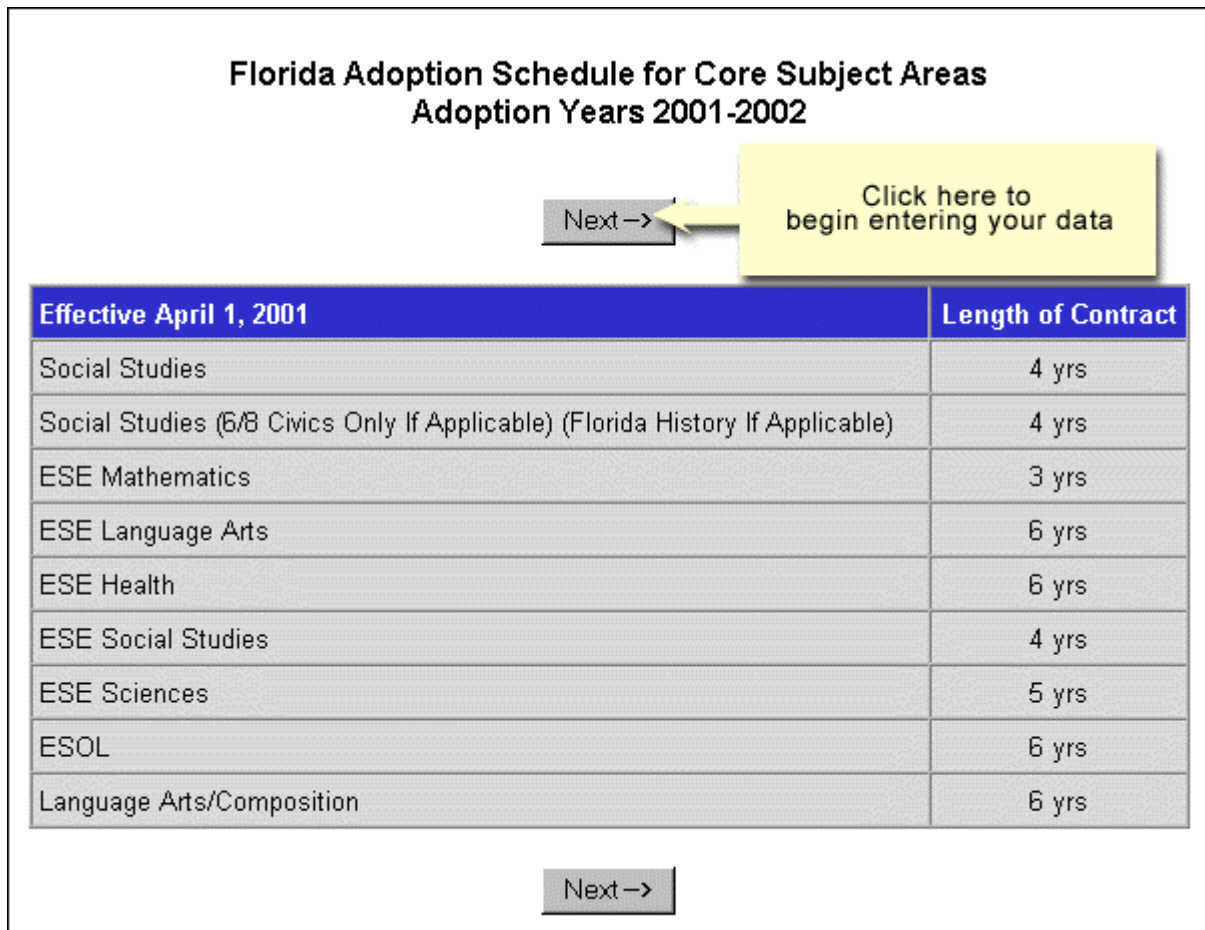


Figure 5 - The Main Menu Screen

Step 4 - The Abbreviated Adoption Schedule Reference Screen

Florida Adoption Schedule for Core Subject Areas (Adoption Years 2001-2002)

You will be provided with the Florida Adoption Schedule for Core Subject Areas before beginning data entry. Click the "Next" button located at either the top or the bottom of the schedule to proceed to the first data entry screen.



**Florida Adoption Schedule for Core Subject Areas
Adoption Years 2001-2002**

Next ->

Click here to begin entering your data

Effective April 1, 2001	Length of Contract
Social Studies	4 yrs
Social Studies (6/8 Civics Only If Applicable) (Florida History If Applicable)	4 yrs
ESE Mathematics	3 yrs
ESE Language Arts	6 yrs
ESE Health	6 yrs
ESE Social Studies	4 yrs
ESE Sciences	5 yrs
ESOL	6 yrs
Language Arts/Composition	6 yrs

Next ->

Figure 6 - Adoption Schedule for Core Subject Areas (2001-2002)

Step 5 - Selecting a Subject Area and Grade Range

The First Data Entry Screen – Selecting Subject and Grade Level

1. Select the first subject area for which you would like to enter planned purchases from the drop down box titled "Subject".
2. Select the necessary grade range from the drop down box titled "Grade Level."
3. Click the "Next" button to proceed to the second data entry screen.

The screenshot shows a web form titled "Please choose a subject area and grade level." with a blue header. Below the header, the form displays "District: Volusia" and "Year of Adoption: 2001". There are two dropdown menus: "Subject Area: -- Please Select Subject Area--" and "Grade Level: -- Please Select Grade Level--". At the bottom, there are "Next" and "Reset" buttons. Three yellow callout boxes with arrows provide instructions: "1) Select the first subject area for which you will be entering data" points to the Subject Area dropdown; "2) Select the appropriate grade range" points to the Grade Level dropdown; and "3) Click here to proceed with data entry" points to the Next button.

Figure 7 - Selecting a Subject Area and Grade Range

Step 6 - Entering Planned Purchase Amounts

The Second Data Entry Screen – Entering Amounts

Once you have selected a subject and grade level, you can begin entering your planned purchase amounts. The second data entry screen will display a list of the 2001-2002 adopted titles, including publisher name and copyright year, for the selected subject and grade level range.

1. Review the list of provided titles. To the right of each title you will find two columns containing data entry fields under the header "No. of Planned Purchases." One column is titled "2001" and the other "2002."
2. For each adopted title that your district will be purchasing for the 2001-2002 school year, begin entering planned purchase amounts in the "2001" column. **Note: Your district is NOT required to purchase all newly adopted titles!**
3. If you know the 2002-2003 school years totals, totals may be entered into the "2002" column.

Please enter your number of planned purchases.

District: Volusia
Subject: ESE Social Studies
Grade: 9-12

Please be as accurate as possible in your calculation of adopted instructional materials as this information will be shared with Florida School Book Depository to ensure sufficient inventory.

This is NOT your requisition order.

Publisher: Title	No. of Planned Purchases	
	2001	2002
American Guidance Service, Inc.: AGS United States Government, 1997	<input type="text"/>	<input type="text"/>
American Guidance Service, Inc.: AGS Un	<input type="text"/>	<input type="text"/>
American Guidance Service, Inc.: AGS Wc	<input type="text"/>	<input type="text"/>
Globe Fearon: Lifeschool 2000 Consumer	<input type="text"/>	<input type="text"/>
Globe Fearon: Lifeschool 2000 Government and Law Binder, 1994	<input type="text"/>	<input type="text"/>
Globe Fearon: PaceMaker World History, 1999	<input type="text"/>	<input type="text"/>
Globe Fearon: U.S. History (PaceMaker), 2001	<input type="text"/>	<input type="text"/>
Steck-Vaughn: World Geography and You, 1998	<input type="text"/>	<input type="text"/>

All adopted titles for the subject and grade combination you chose on the first data entry screen will be listed here

Enter the quantity of each title that will be purchased by your district for the 2001-2002 school year here. **You are not required to purchase all adopted titles.**

If 2002-2003 planned purchase amounts are available, you may enter them here.

Figure 8 - Adopted Titles Displayed on the Data Entry Screen

- If your district will be ordering one or more non-adopted titles for this subject/grade level combination, you can enter the publisher, title and planned purchase amounts for up to three titles at the bottom of this screen.

*** AND/OR ***
 If ordering non-adopted titles, please list the publisher, title, and planned purchase below.

Publisher: <i>Title</i>	No. of Planned Purchases	
	2001	2002
1. Publisher: <input type="text"/> <i>Title:</i> <input type="text"/>	<input type="text"/>	<input type="text"/>
2. Publisher: <input type="text"/> <i>Title:</i> <input type="text"/>	<input type="text"/>	<input type="text"/>
3. Publisher: <input type="text"/> <i>Title:</i> <input type="text"/>	<input type="text"/>	<input type="text"/>

You may enter up to 3 non-adopted titles here. Publisher name, title and quantity are required.

Figure 9 - Non-adopted Title Entry

- An "Optional Narrative Explanation" field is available if you would like to qualify your district's non-adopted title planned purchases, but you are under no obligation to do so. **This field is optional.**
- When you have completed your data entry, click the "Save Planned Purchases" button located at the top and bottom of the screen to save your data.

*** Optional Narrative Explanation ***

Important! When you have finished entering your planned purchases for this subject and grade combination, click "Save Planned Purchases" to proceed to the summary screen.

Figure 10 - Saving Your Data

Step 7 - The Subject Summary Screen

The Summary Screen

When you reach the Subject Summary Screen, you have completed the data entry process for this subject and grade level. The Summary screen allows you to review the data you have just entered, and provides the opportunity for you to edit the titles or amounts, if necessary. The bottom of the Summary screen provides several options for you to choose from on how to proceed. The following diagram explains the options on the Summary Screen:

Total planned purchases for ESE Social Studies.				
(To edit a subject area and grade level, click on the grade level name.)				
Publisher: <i>Title</i>	No. of Planned Purchases		Total	
	2001	2002		
<u>Adopted Titles - Grade: 9-12</u>				
American Guidance Service, Inc.: <i>AGS United States Government, 1997</i>	1000	0	1000	
American Guidance Service, Inc.: <i>AGS United States History, 1998</i>	1000	0	1000	
American Guidance Service, Inc.: <i>AGS World History, 2001</i>	1000	0	1000	
Sub Total	3000	0	3000	
<u>Non-Adopted Titles - Grade: 9-12</u>				
New Publisher: <i>New Title</i>	1000	0	1000	
Sub Total	1000	0	1000	
Grand Total	4000	0	4000	

Edit Subject	New Subject	View All Purchases	Finish	Exit and Logout
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The diagram includes several callouts with arrows pointing to specific elements:

- A callout box labeled "Review amounts entered for accuracy:" points to the table data.
- A callout box labeled "Click here to select a new subject and/or grade" points to the "New Subject" button.
- A callout box labeled "Click here to view your district's planned purchases for all subjects" points to the "View All Purchases" button.
- A callout box labeled "Click here to edit the titles or amounts shown on this screen" points to the "Edit Subject" button.
- A callout box labeled "Return to the Main Menu" points to the "View All Purchases" button.
- A callout box labeled "Click here to close your user session and return to the login screen" points to the "Exit and Logout" button.

Figure 10 - The Subject Summary Screen

Viewing Planned Purchases

You may review previously entered planned purchases for all subjects and grade levels that have been entered for your district, you may do so in either of two ways - from the Main Menu, or from the Subject Summary Screen:

From the Main Menu

1. Return to the Main Menu by clicking the "Home" option on any header or footer.
2. On the Main Menu Screen, click the "View and Edit Planned Purchases for Your District" button.



Figure 11 - Selecting the "View or Edit" Main Menu Option

From the Subject Summary Screen

1. On reaching the "Subject Summary Screen" after entering planned purchases, select the "View All Purchases" button at the bottom of the screen.

Total planned purchases for ESE Social Studies.			
(To edit a subject area and grade level, click on the grade level name.)			
Publisher: <i>Title</i>	No. of Planned Purchases		Total
	2001	2002	
<u>Adopted Titles - Grade: 6-8</u>			
Steck-Vaughn: <i>Steck-Vaughn Social Studies Level F, 1997</i>	1000	0	1000
Sub Total	1000	0	1000
<u>Non-Adopted Titles - Grade: 6-8</u>			
<i>No non-adopted titles entered.</i>	0	0	0
Sub Total	0	0	0
Grand Total	1000	0	1000

Click here to review all previously entered planned purchases for your district

Edit Subject	New Subject	View All Purchases	Finish	Exit and Logout
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Figure 12 - Viewing all purchases from the Subject Summary Screen

Retrieving Your Password

What to do if you Forget Your Password

1. Click the "Forget your password?" link located at the bottom of the login box on the FIMWeb home page.
2. Select your district from the "District" drop down menu.
3. Click the "E-mail My Password to Me" button. Your password will be sent to the e-mail address in your user profile. (This is a good reason to keep your email address current!)
If you have not received your password within 24 hours, contact the Office of Instructional Materials at 1-800-307-6928.

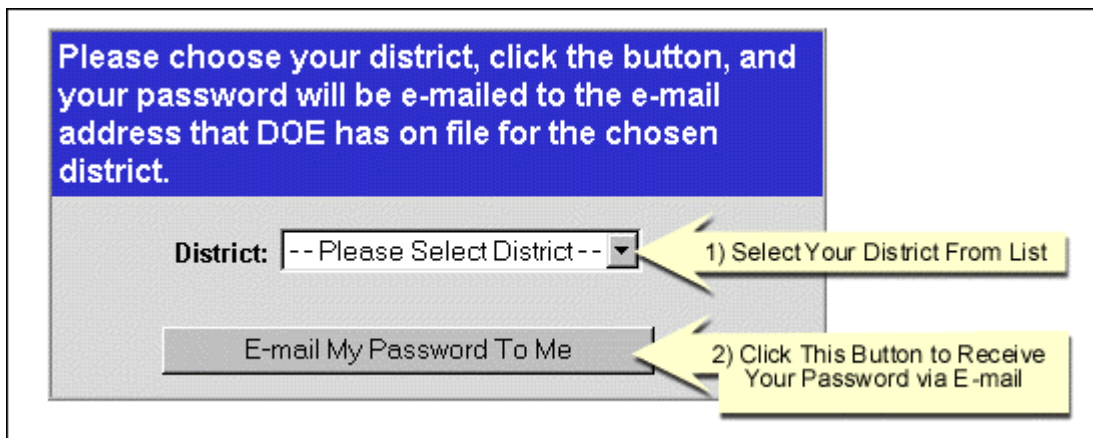


Figure 13 - Requesting Your FIMWeb Password

Logging Out

Ending Your User Session

Because you are entering sensitive data, it is important that you log out of your user session when you have completed your data entry. To do this, click the "Logout" graphic displayed on any page header or footer.



Figure 14 - The "Logout" Option as Found on FIMWeb Page Headers



Figure 15 - The "Logout" Option as Found on FIMWeb Page Footers