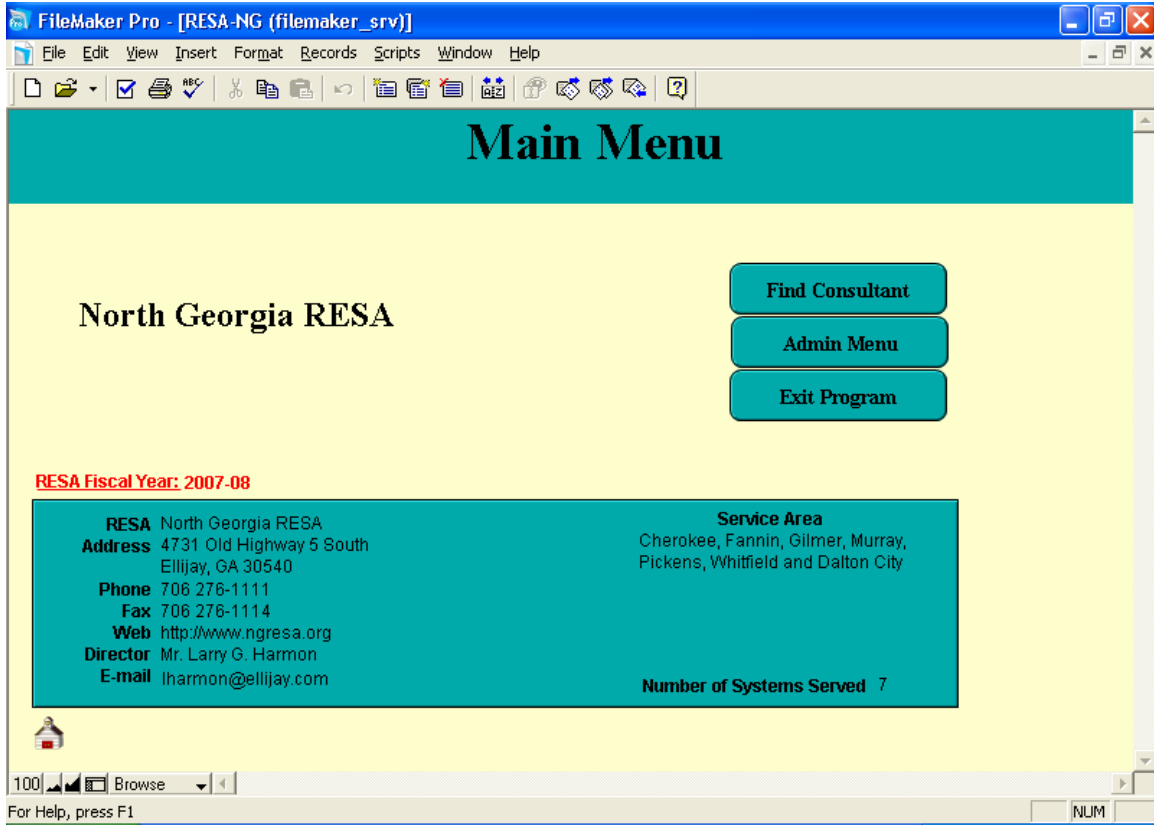
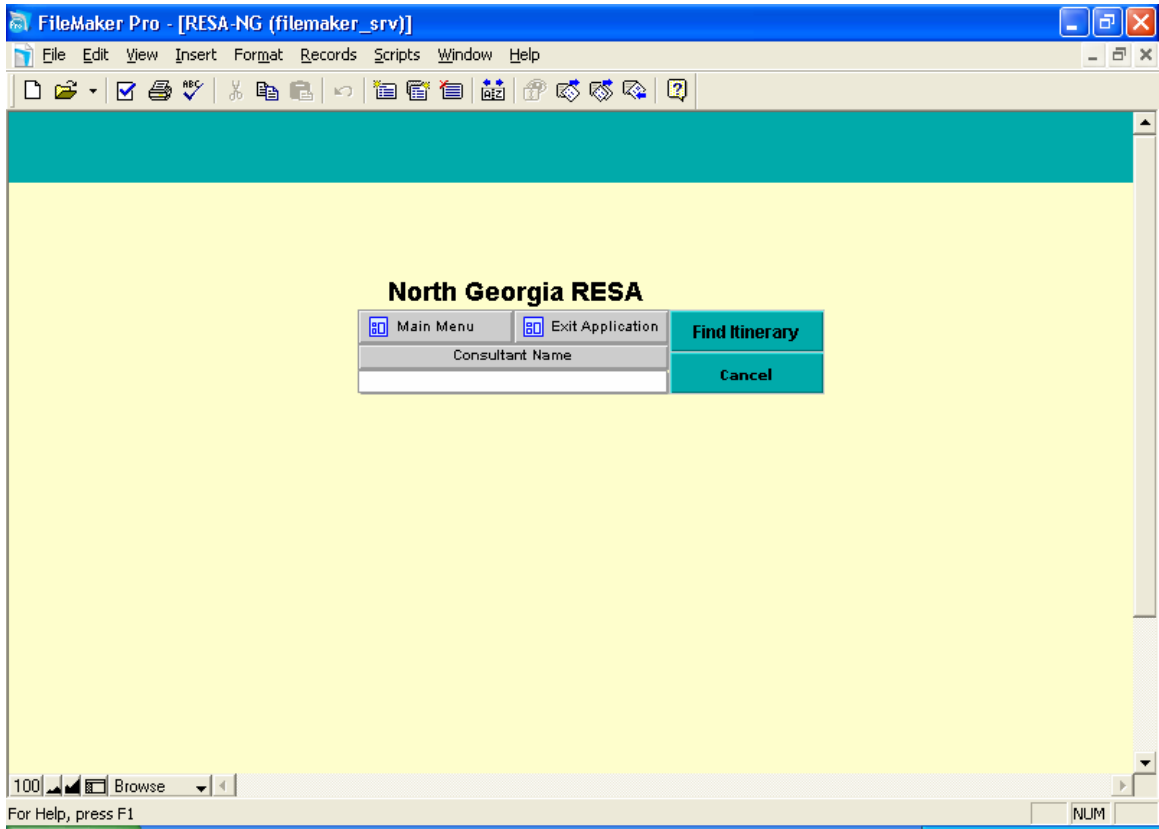


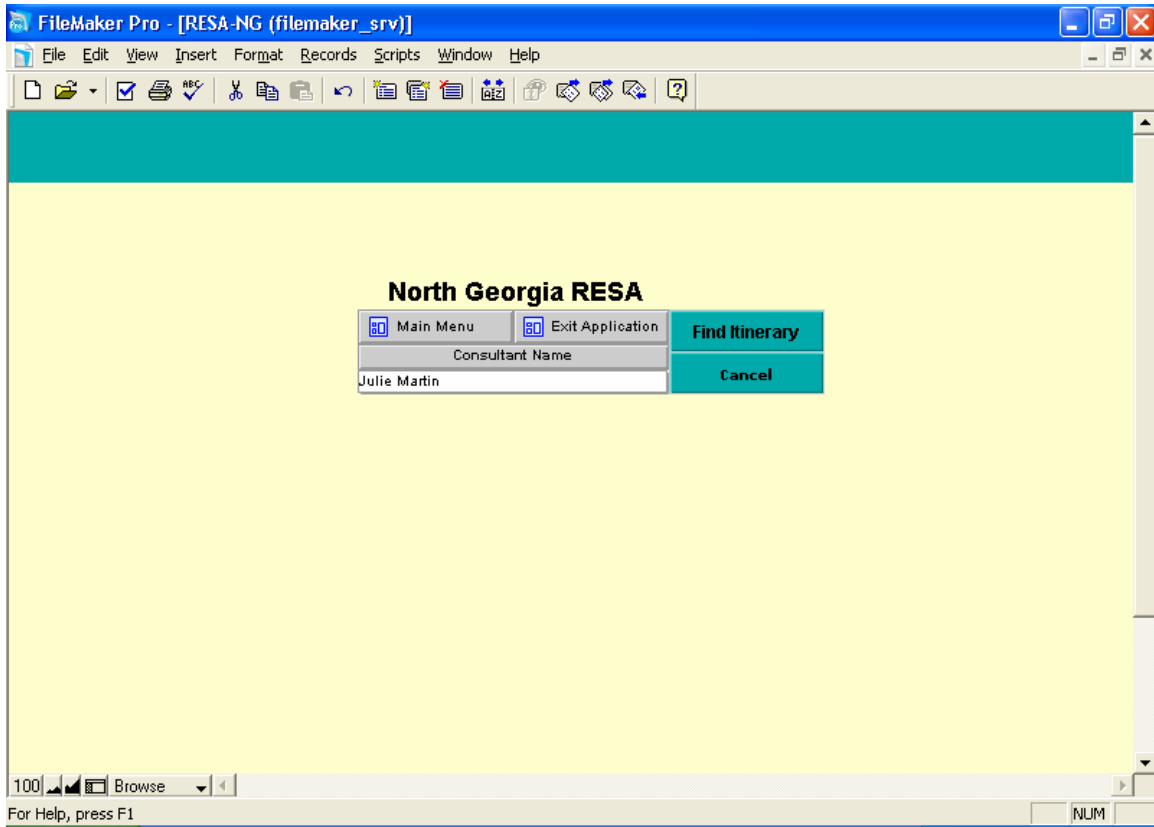
Double Click on RESA08 FileMaker Pro



Click on Find Consultant

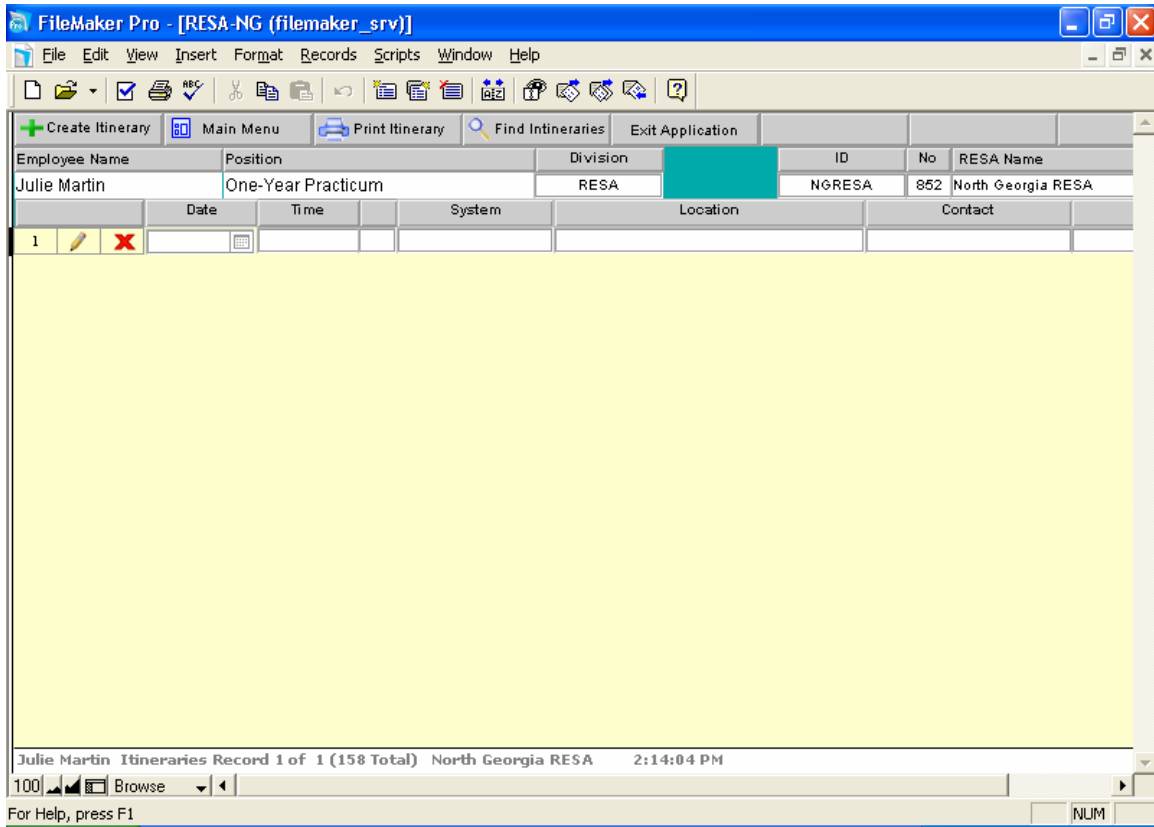


Click in the white box in under Consultant Name

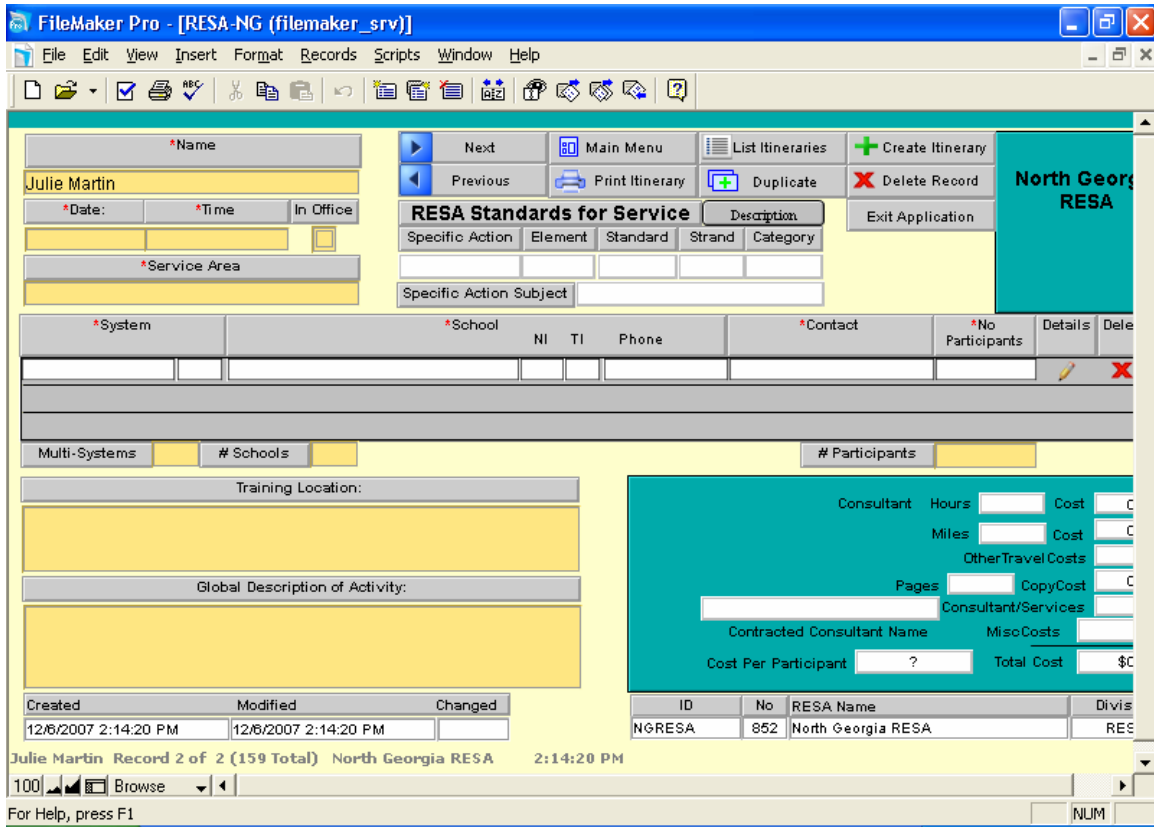


Select **YOUR NAME** from the drop down list

Click on Find Intinerary



Click on Create Record



You may tab thru selections or click on.

At date if you click on the calendar, it will pull up a calendar and you may select the date or your may type in the date.

Select the time of work

The Service area is a pull down menu – Select Teacher 1 yr Practicum

Your Specific Action will always be 2.1.A.1.n – this is a drop down menu, you will scroll to 2.1.A.1.n and select 2.1.A.1.n

The Element Strand and Category will automatically fill in.

Select you System

Select your School

Either Select your contact or type in your contact

NI, TI and Phone will fill in automatically.

Type in the number of participants – i.e. how many people you met with

Multi Schools, #Schools and # Participants will automatically fill in. Do not try to change them, the program will not allow it.

Type in the Location you met at

Describe the activity: This is the description that will be on our Activity Report for the Board

#### In Consultant Hours

Fill in # hours for planning & delivery

Enter # of miles to activity

If you made copies fill in # of copies

All numbers in this section are averages

File Maker Pro automatically saves information

To enter another record click Create Itinerary