

Ordering with the Bio-Orders system on Footprints

Access the system through Internet Explorer at
<http://request.umich.edu/biology/bioorders>

- Log in with your Kerberos password
- Select "Submit request".
- 1. Select your department; MCDB, EEB, or Biology.
- 2. In the description box enter name, and room number for delivery.
- 3. Select Vendor, Shipment Method, and Building.
- 4. Selecting the item will open the item information window (titled Edit Dependent Fields)
- 5. After completing the item information, select "GO" to save it to the request.
- 6. After entering all items, complete the Short Code, Course Number, and Radioactive items information.
- 7. You may now add attachments by clicking "Attach files"
- 8. Additional users may receive Email notifications about this request by entering their email addresses in the "addresses" field. email notifications.
- 9. You MUST now click on "GO" to save and finalize the request.
- 10. Your confirmation of request and summary will automatically be e-mailed to you.

The screenshot shows the 'SUBMIT A NEW REQUEST' page in the Footprints system. The interface includes a search bar at the top, a navigation menu on the left, and several form sections. Red circles with numbers 1 through 9 are placed over specific elements to guide the user:

- 1:** Points to the instruction text: "To submit a new request, fill out the form below and click the 'Go' button. *Mandatory fields are highlighted and marked with an asterisk."
- 2:** Points to the 'DESCRIPTION*' text area.
- 3:** Points to the 'Vendor*' dropdown menu.
- 4:** Points to the 'First Item' dropdown menu.
- 5:** Points to the 'DEPENDENT ORDER FIELDS' pop-up window, which contains fields for 'Qty 1st Item', 'Cat # 1st Item', 'Unit Price 1st Item', 'Unit Code 1st Item', and 'Desk 1st Item'.
- 6:** Points to the 'Short Code' text input field.
- 7:** Points to the 'ATTACHMENTS' section with an 'Attach Files' button.
- 8:** Points to the 'ADDITIONAL EMAIL NOTIFICATIONS' section with an 'Addresses' text input field.
- 9:** Points to the 'GO' button at the bottom of the form.

Other visible fields include 'Choose Dept' (set to MCDB), 'Shipmethod', 'Building', 'Course Number', 'Uniqname' (jackjazz), 'Full Name' (Jacqueline Ann Glebe), and 'Department' (College of Lit, Scienc).