

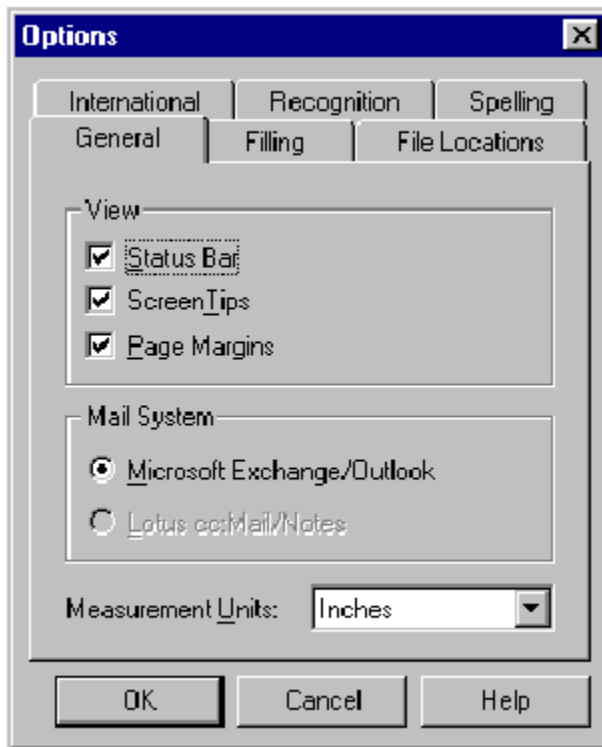
Emailing Space Utilization Surveys (SUS)

You can email your Space Utilization Survey data as an *OmniForm Filler* attachment with the District standard email software application, *Microsoft Outlook*. *OmniForm Filler* selects your installed email application by default if you only have one application installed. If you have more than one email application installed, select which one you want *OmniForm Filler* to use.

Selecting Email Application

1. Click on **TOOLS** in the menu bar and choose **Options** in the dropdown menu.

The Options dialogue window appears.



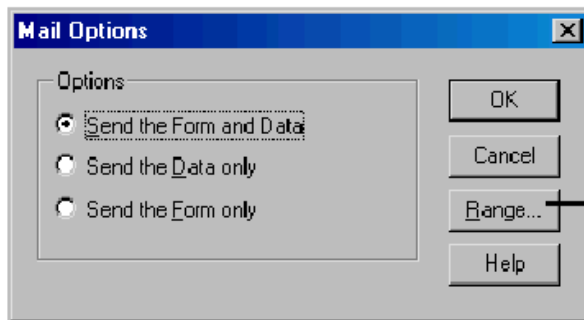
2. Click the **General** tab and select an option under **Mail System**.
3. Click **OK**.

Directions for Emailing SUS Form

1. **Open** the completed SUS form
2. Click on **File** in the menu bar and click on **Send** in the dropdown menu.
[Log into your email application **IF** you are prompted to do so.]

The **Mail Options** dialogue box appears.

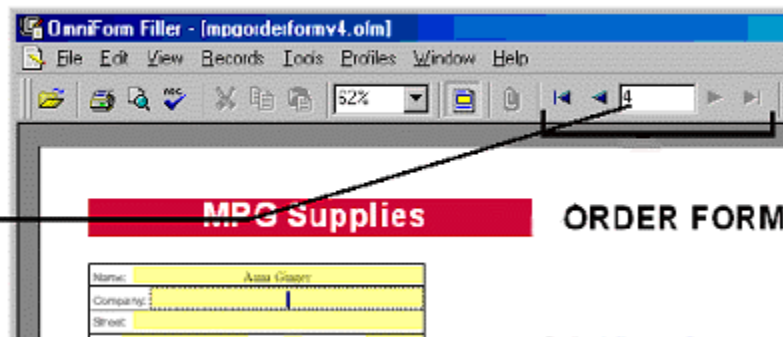
4. Select "**Send Data Only**" for the SUS form



Click *Range...* to specify a range of records if you are sending form data.

5. Click **Range** to specify the range of records you want to send. Click **OK** after indicating what record numbers you are sending. If you do not specify a range of records *OmniForm Filler* will send ALL records. The record number is found in the second box in the tool bar as shown in the illustration below.

This is the fourth record in the database for this form.



6. Click **OK** in the **Mail Options** dialogue box.
A new box from your email application appears with your *OmniForm Filler* data attached.
7. Address your email and send it as you would any other message.

The email address you will be sending your SUS form to is:

sus@palmbeach.k12.fl.us

Or if you have access to the District's global address system, type in the following as the email address: **Space Utilization Survey.**

PROBLEMS

Make sure you have an email address and your email application is installed properly. The District standard is Microsoft Outlook.

An email application wizard will appear if you have not set up your email and specified an email application in the Options dialogue window. Follow the wizard directions. If you do not know the answers to the questions call your Technical Coordinator at your school or IT.

HELP Call the Help Desk at 434-8940 (PX 48940) or Sharon Eastman at 357-7528 (PX 47528)