

Dell Laptop Instructions for Recording Community Screening Results

1. Open laptop
2. Press power key (top right on keyboard)
3. When picture appears, tap the space bar or pad
4. Enter pin that is taped next to the touchpad.
5. Put the cursor over "Community Template.xlsx" and double click to open.
6. Move cursor to top left of screen and click on "File"
7. Choose "Save As"
8. In the "file name" space, replace the words Community Template with the name of the Site followed by the date (*institution xx.xx.xxxx*), then press "Save".
9. In the table enter the Site Name, Date, and Location (i.e. address) in the spaces provided.
10. When the last person has been screened, collect all the empty Lens Sleeves, the Consent Forms.
11. Although you can complete the table at the site, due to time constraints, it may be more convenient to take the laptop and forms to your home to complete later.
12. In cells B13 to B29, D13 to D29, F13 to F29, and H13 to H29 enter the quantities of lenses used.
13. In cell I30, enter the number of donated glasses that were distributed.
14. In cell K13, enter the number of Ophthalmic (i.e. standard eye exam) referrals.
15. In cell L13, enter the number of Glaucoma referrals.
16. In cell G7, enter the total Glaucoma and Ophthalmic referrals.
17. In cell H7, enter the number of hearing referrals.
18. In cell I7, enter the number of diabetes referrals.
19. In cell J7, enter the number of screeners.
20. In cell K7, enter the total Volunteer Hours. This is calculated by multiplying the number of hours per screener by the number of screeners.
21. Save the file the drag it into the current year's Community Screening folder on the laptop.
22. Upload to completed file to Lion Dan Pomerleau at:
dlpomerleau@verizon.net & Val Flechtner at: Valerie.flechtner@gmail.com (Club Service Chair)
& Nizar Mamdani at ngmamdani@gmail.com (First Sight)
23. After the file is in that year's desktop folder, shut down by moving the cursor to windowpane at bottom left of laptop
24. Left Click
25. Move cursor to power symbol and left click
26. Choose shut down
27. Left click
28. Close the laptop.

Accessing the Internet on the Laptop

1. Turn on the laptop and enter the pin (see above)
2. Move cursor to globe symbol bottom right
3. Left click
4. On top left of the screen that pops up, choose the arrow next to "Available"
5. Left Click
6. Choose correct connection

7. Choose connect automatically
8. Enter network security key (password)
9. Left Click "Next"
10. Move cursor to Desktop and left click to close window

TO UPLOAD FILE

11. Open browser (e.g. Google Chrome at bottom of desktop)
12. Choose gmail or other email
13. Compose email to dlpomerleau@verizon.net
14. Attach file from desktop
15. Send email

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