5.1.2.7 On the Total line, change the text in the state identification number field from Group By to Count.

5.1.2.8 Save the query as qryTMC.

5.1.2.9 Export qryTMC into an Excel spreadsheet with the same name.

5.1.2.10 Print the qryTMC spreadsheet.

5.2 Go to the Internet and access the test vendor's online PFT materials ordering website.

5.2.1 Input the username and password received from the CDE contracted test vendor.

5.2.2 Using the qryTMC printout, enter the number of scantron forms