**SAVE THE DATES**

Review of Blue Folder Requirements & 2008 Blitz

(1st time members attend – all members welcome)
Monday 1/21, 10-11:30a, MCHC Auditorium
Wednesday 1/23, 2:30-4p, NCAC Training Rooms A & B

2008 Blitz & Learning Session
(Returning members attend – all members welcome)
Tuesday 1/29, 10-11:30a NCAC Conference Room C
Wednesday 1/30, 10-11:30a MCHC Auditorium

**Blue Folder Compliance Information All in One Place!**

WE HEARD YOU! Coming soon – a BFB web page!
☆ Blue Folder Requirements, resources & forms
☆ Ordering New Blue Folders
☆ Calendar of Events and Bulletin
☆ FAQs

**Important Reminders**

As part of the Forms Project, the process to order blue folders and inserts will be changing. Beginning December 10, these items can be ordered through M-Marketplace. Although RR Donnelly (formerly Moore Business Forms) will continue to accept phone orders for these items through January 13, as of January 14, 2008, you must begin using M-Marketplace to place orders.

Access to order through M-Marketplace will only be granted after your participation in a training session. Please register through MLearning at [https://mlearning.med.umich.edu/](https://mlearning.med.umich.edu/). The class is titled: COPR-10000 Ordering Forms On-Line. The site provides a complete list of all the class offerings.

Detailed ordering information through M-Marketplace will be communicated as soon as it is received.

**COMING ATTRACTIONS:**

Annual Blitz 2008
You will hear more about the Blitz at BFB meetings in January and future bulletins.

**WE WANT YOUR INPUT & INFORMATION**

If you would like to add or remove someone from the BFB list, please Email us at, BFBRIGADE@med.umich.edu. Include the person’s name, unique name, department description, and department ID. Also, do not hesitate to email if you have any questions or best practices you would like to share.

**Example of a best practice:** Schedule time throughout the year by placing it on your calendar. Your departments will know you have set aside specific days and times to update blue folders. We will share these best practices in future bulletins and meetings.

**CONTACT US:**

Kelly: TCJ HR Chapter Lead  [nakelly@med.umich.edu](mailto:nakelly@med.umich.edu)
Mary Ribotis: TJC HR Coordinator  [mribotis@med.umich.edu](mailto:mribotis@med.umich.edu)