CalSWEC
California Social Work Education Center

Adding New Records to CSIS Databases
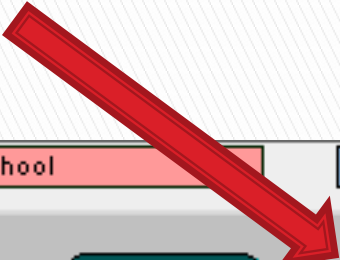
Data in the Tutorial

- All data are fictitious
  - Identifying information has been altered

- FileMaker is very Interactive
  - FileMaker saves continuously
  - Entries are saved automatically

- FileMaker often wants to upgrade.
  - DO NOT DO IT!
  - FileMaker 11 is not compatible with FileMaker 12.

Adding a New Record to CSIS

▸ One method only: **Use the Green Button!!!**

Preset Options in New Records

- Blank record
- Next sequential ID with School initials*
- School*
- Other Presets
  - On the **Personal Tab**
    - Student status "not yet started"
    - Year began the current year
    - Grad date
      - 2 years from year began for MSW
      - 1 year for BASW
    - Residency information USA and California.
    - Full or Part Time (Default is Full)

*Will not appear unless the **ADD NEW STUDENT** Button is used.
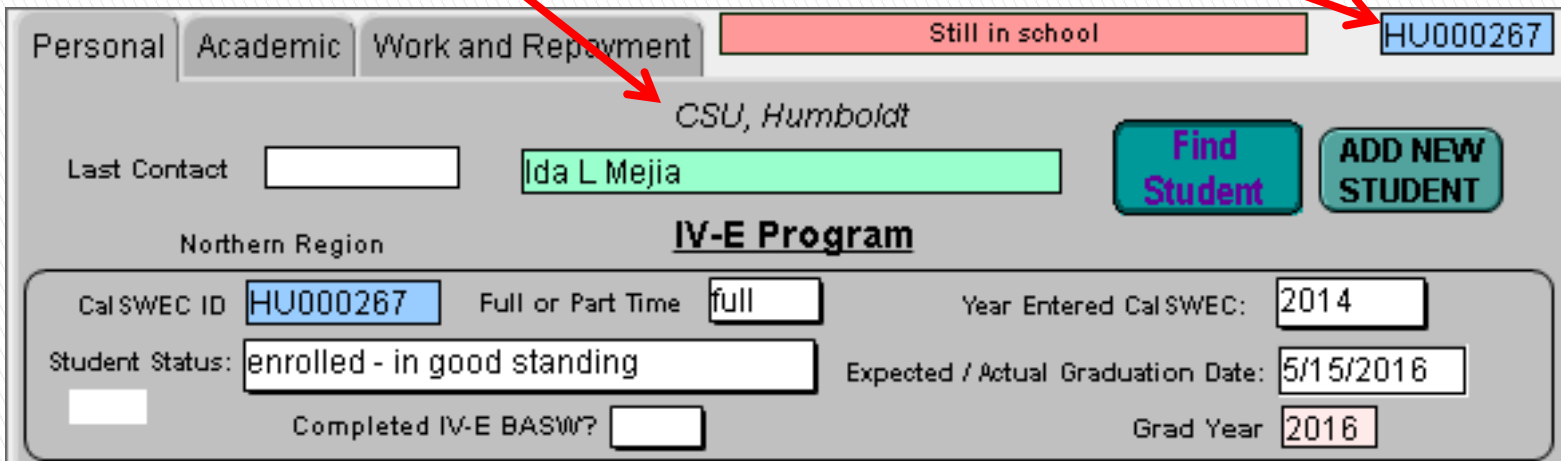
Preset Options Continued

- On the **Academic Tab**
  - Program year for the MSW program [1]
  - Child Welfare Coursework Completed? [No]
  - Field of Practice [Child Welfare / Children & Families]
- On the **Work and Repayment Tab**
  - Months of Work requirement
    - 24 for IVE-MSW
    - 12 for IVE BASW,
  - Expected Completion date
    - Grad date plus 2 for MSWs
    - plus 1 for BASWs
  - Work Status (default is "Still in School")
  - Total Grant
    - $37,000 for IV-E MSW
    - $15,000 for IV-E BASW

Note: Change any Presets that are not correct

Forgot the ADD NEW STUDENT Button?

- Enter ID manually
- Enter School above the Student full Name

Forgot the ID Sequence?

add new student	Ctrl+1
Sort by Name	Ctrl+2
Sort all by Name	Ctrl+3
Sort by CalSWEC ID	Ctrl+4
Sort All by CalSWEC ID	Ctrl+5
portrait	Ctrl+6
landscape	Ctrl+7
ALL in Repayment	Ctrl+8
ALL in Repayment with defaults	Ctrl+9
Part-Time expenses	Ctrl+0

- From Script Menu Click on "Sort all by CalSWEC ID"
- Click the End button
  (navigates to last record)
- Check ID (or copy ID)
- Click on first button
  (navigates to first record)
- Paste ID and change to next sequential number

Before continuing …

▸ Be sure to update any blank IDs, IDs without school initials, and School names **before** adding more records.
(Or the School and School initials will not generate.)

Contact information

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