



CalSWEC










California Social Work Education Center

# Navigating CSIS In FileMaker

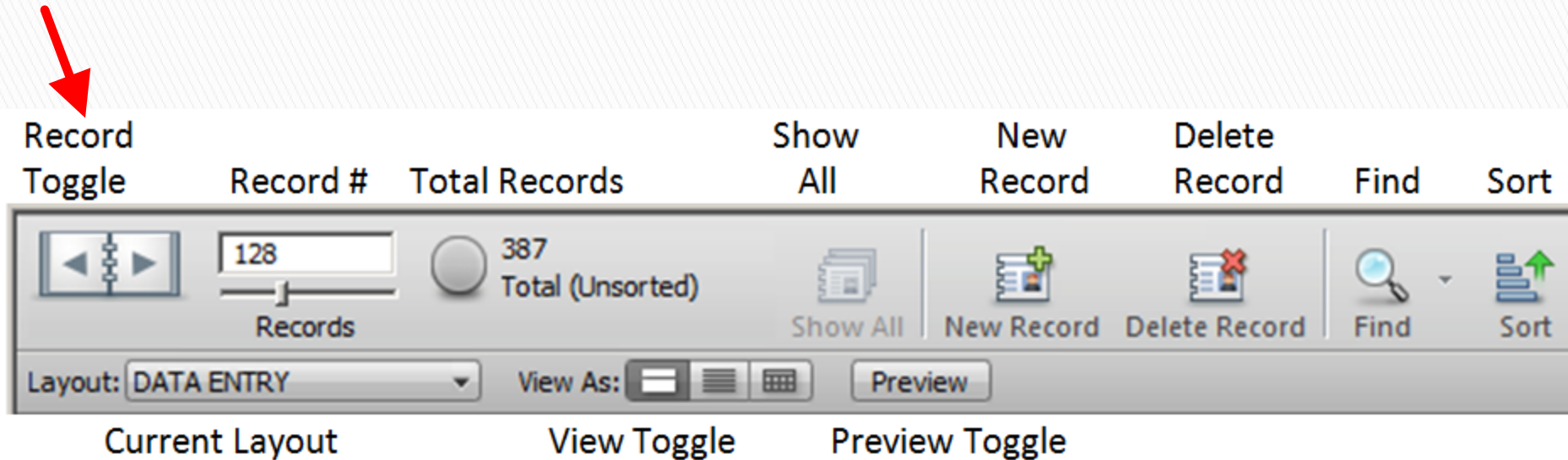
# Data in the Tutorial

- ▶ 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.

# Status Area & ICONS

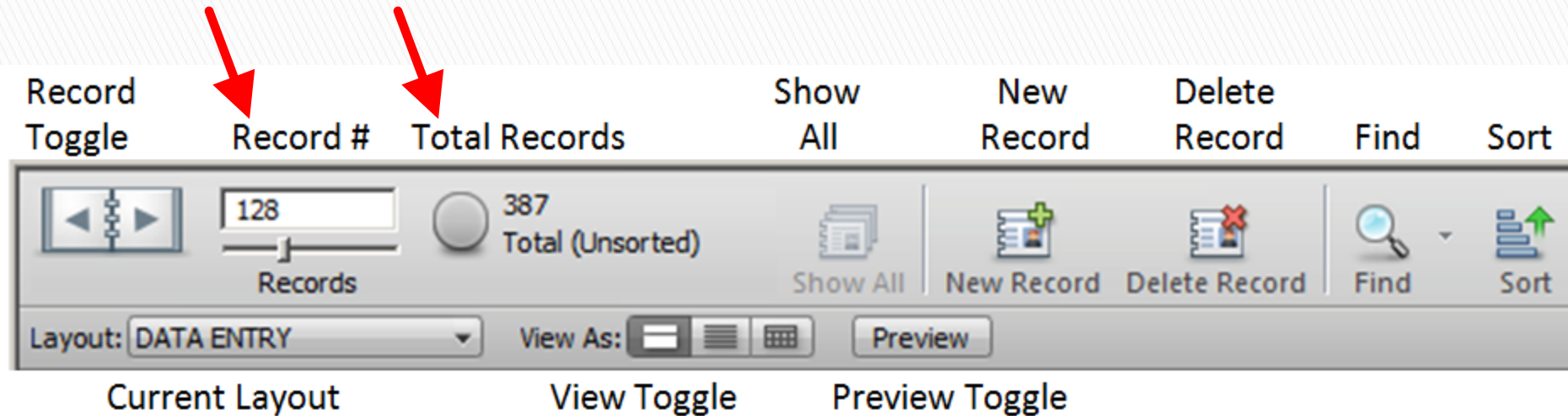
Record Toggle	Record #	Total Records	Show All	New Record	Delete Record	Find	Sort
	<input type="text" value="128"/> Records	<input type="radio"/> 387 Total (Unsorted)	 Show All	 New Record	 Delete Record	 Find	 Sort
Layout: <input type="text" value="DATA ENTRY"/>		View As:   		<input type="button" value="Preview"/>			
Current Layout		View Toggle		Preview Toggle			

# Status Area & ICONS



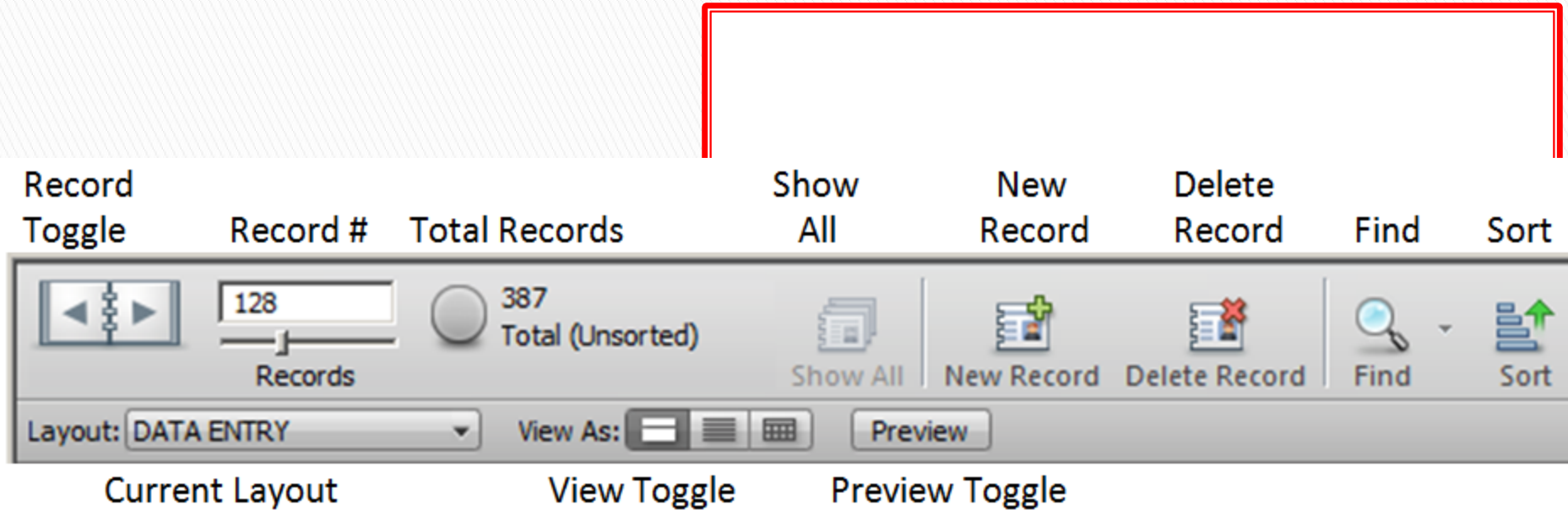
This little “notebook” or “Record toggle” allows the user to flip from record to record by clicking on the arrows. The right arrow goes forward to the next record, and the left arrow goes back to the previous record.

# Status Area & ICONS



The record currently on the screen is 128 in this figure, and next to it 387 shows Total number of records in the database.

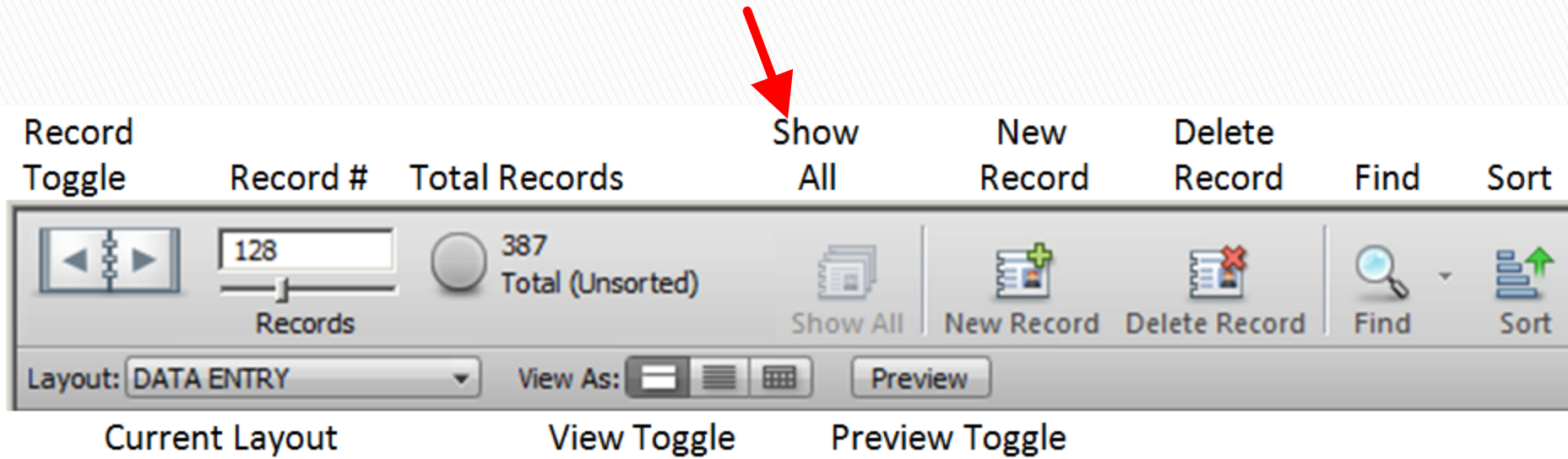
# Status Area & ICONS



These are function buttons:

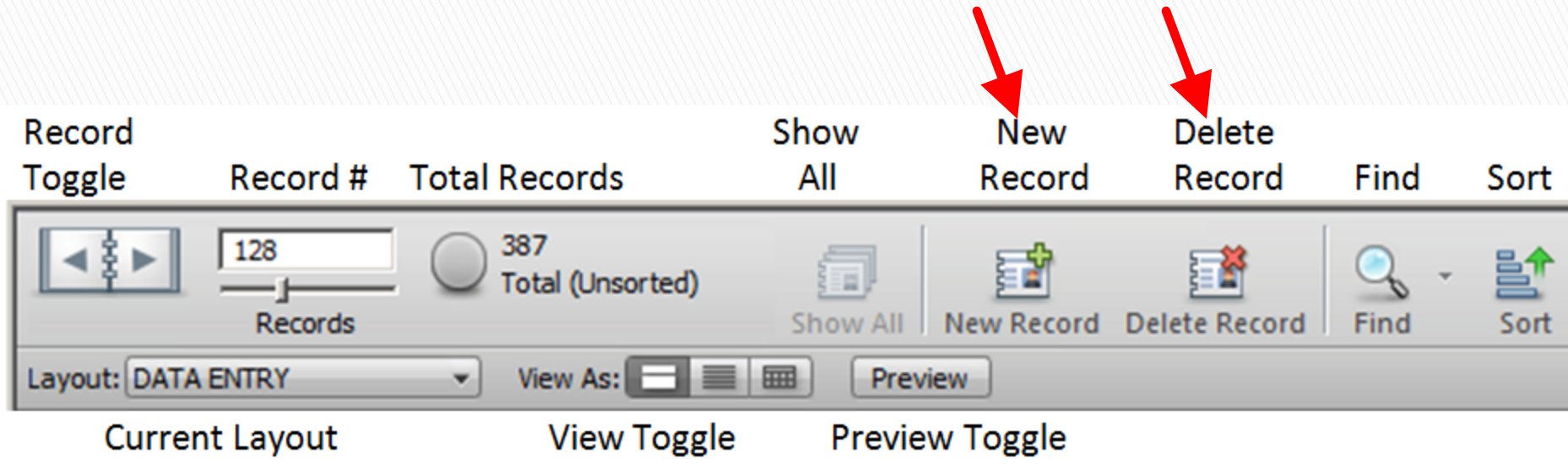
**“Show All” “New Record” “Delete” “Find” & “Sort”.**

# Status Area & ICONS



“Show All” brings up all records after a find.

# Status Area & ICONS



The screenshot shows a software status bar with the following components:

- Record Toggle:** A button with left and right arrows and a vertical line.
- Record #:** A text box containing the number 128.
- Total Records:** A circular progress indicator.
- 387 Total (Unsorted):** Text indicating the total number of records.
- Show All:** A button with a document icon.
- New Record:** A button with a document icon and a green plus sign. A red arrow points to this button.
- Delete Record:** A button with a document icon and a red X. A red arrow points to this button.
- Find:** A button with a magnifying glass icon.
- Sort:** A button with a document icon and a green arrow.

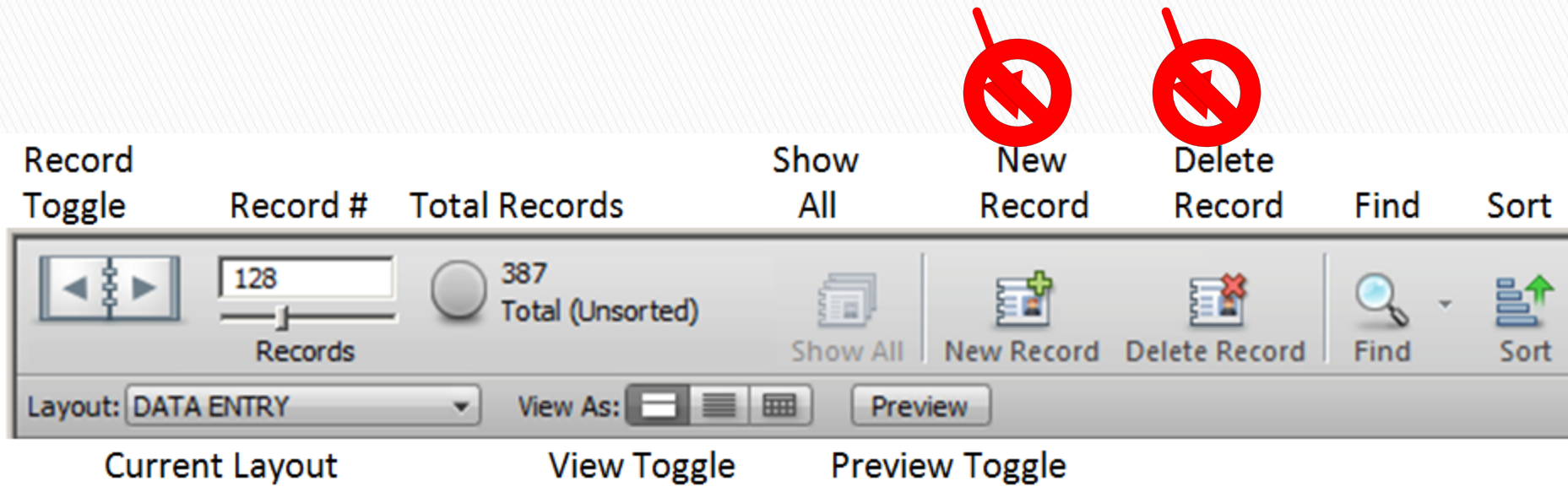
Below the status bar, there are three labels:

- Current Layout:** A dropdown menu showing "DATA ENTRY".
- View Toggle:** Three icons representing different views: a table, a list, and a grid.
- Preview Toggle:** A button labeled "Preview".

## New Record and Delete Record



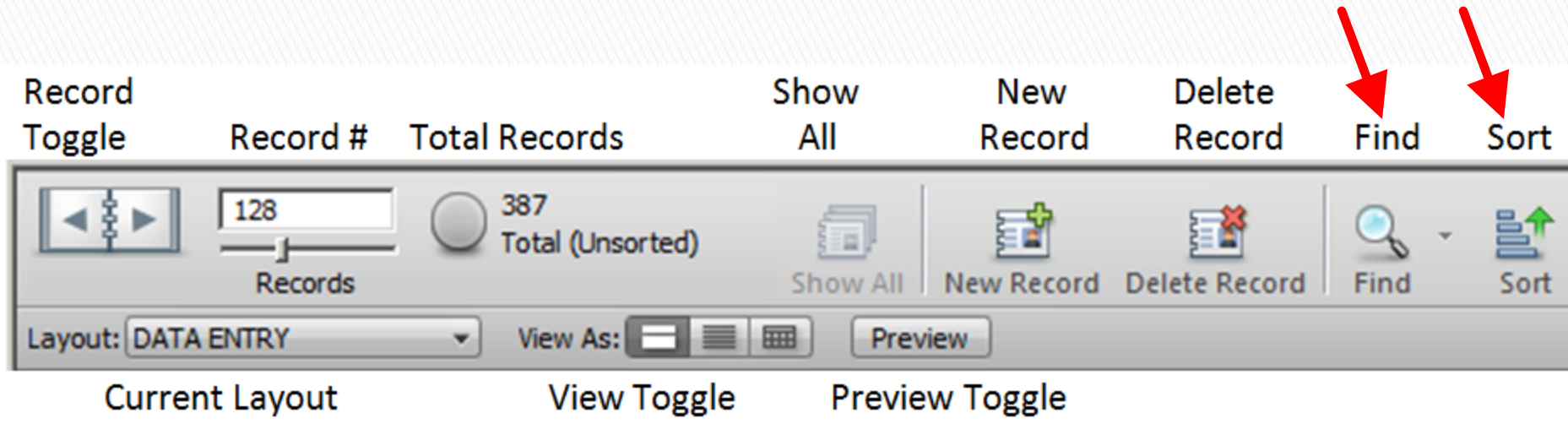
# Status Area & ICONS



**DO NOT USE**

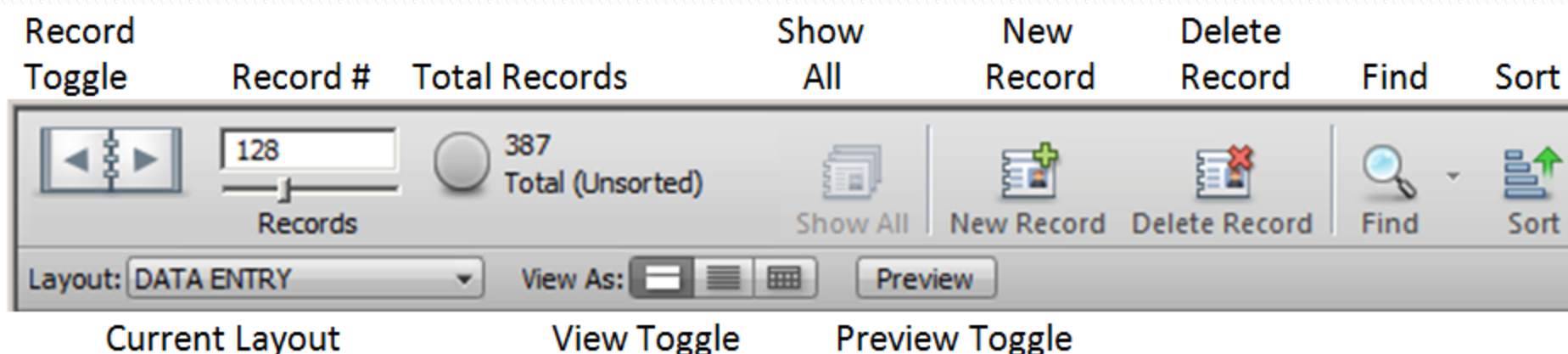
unless you are sure you want the results.

# Status Area & ICONS



**Find** and **Sort** will be explained in other PowerPoints.

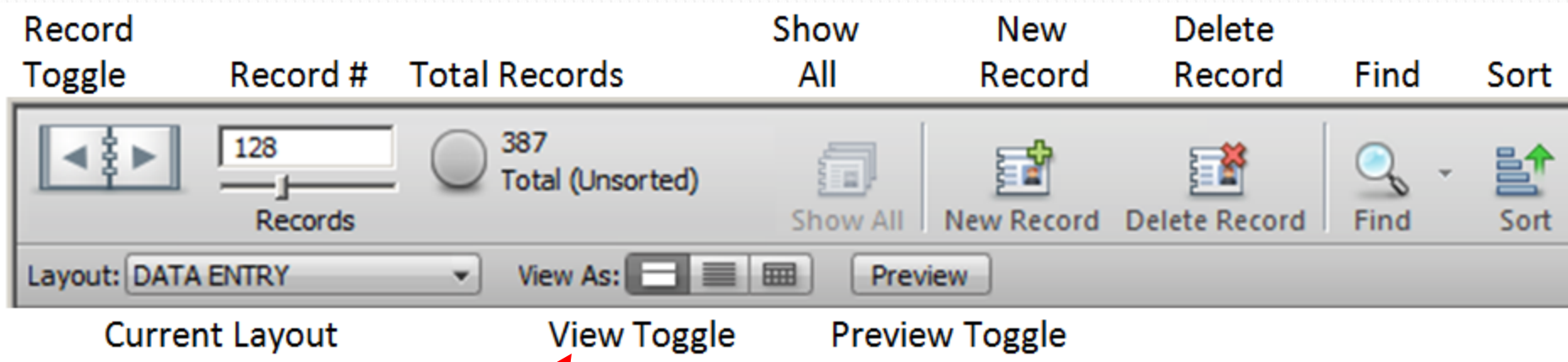
# Status Area & ICONS



Under the “notebook” is the word “Layout:” and a dropdown menu for the various layouts or screens available.

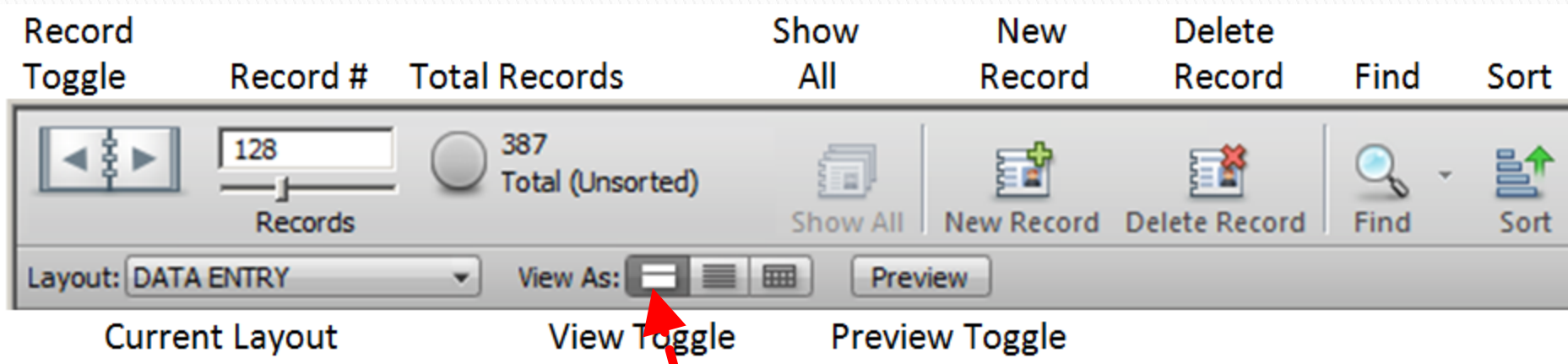
Note that “DATA ENTRY” is showing in the layout menu. That is the layout that would be visible on the screen. It contains all of the data required for each of the records in CSIS; and it is the layout most often used.

# Status Area & ICONS



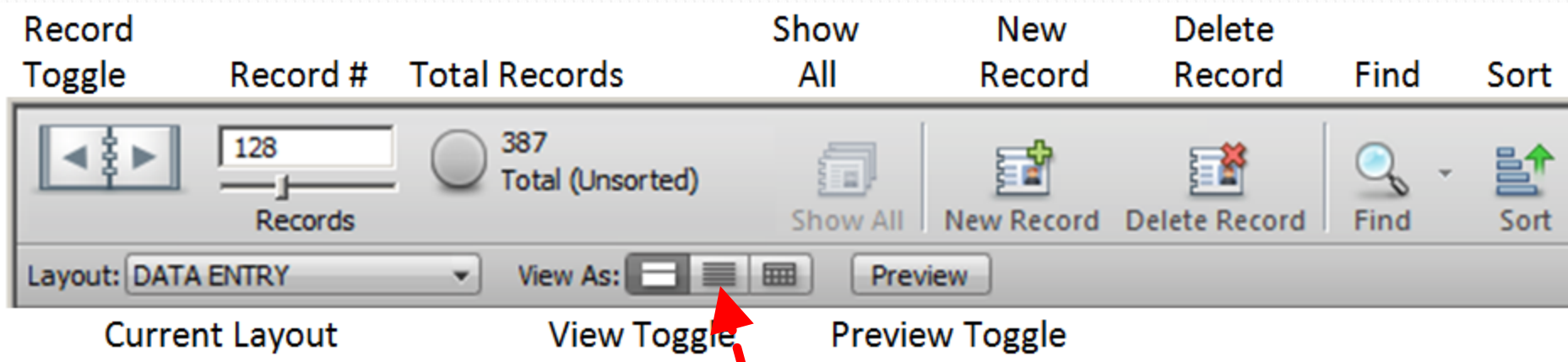
“View as” Toggles among 3 views:

# Status Area & ICONS



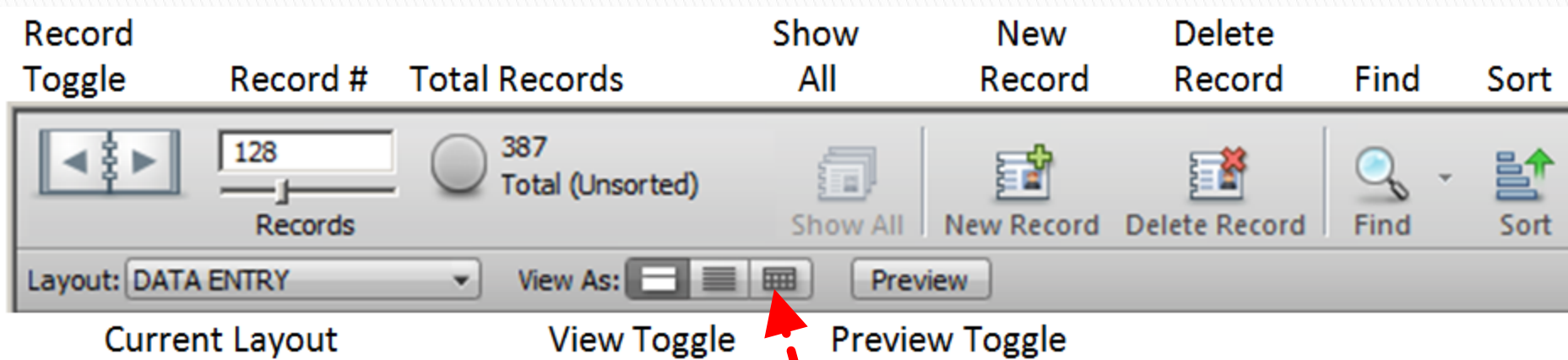
**Form** – which only shows one record at a time.

# Status Area & ICONS



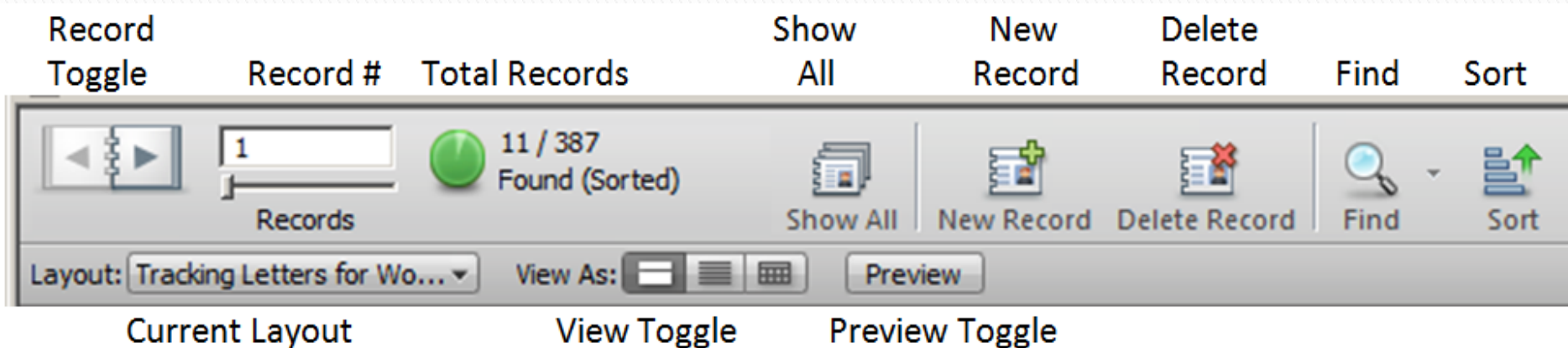
List – which shows the form view but one record after the other

# Status Area & ICONS



**Table** – which lists all records in Table form.

# Status Area & ICONS



The “**Preview**” Toggles in and out of Preview mode, which shows what the printout would look like when it is printed.



# Contact information

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