



CalSWEC

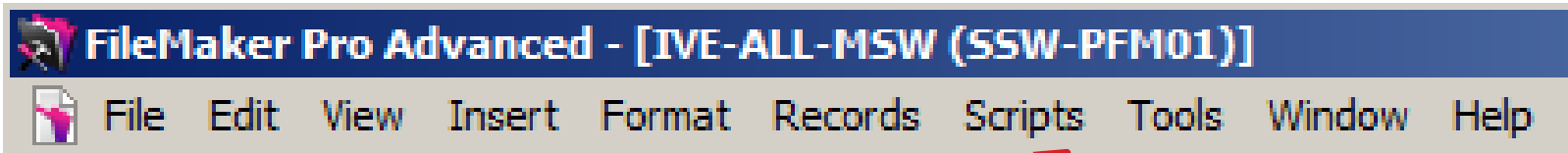
California Social Work Education Center

Generating Current Enrollment for Invoice Check

Data in the Tutorial

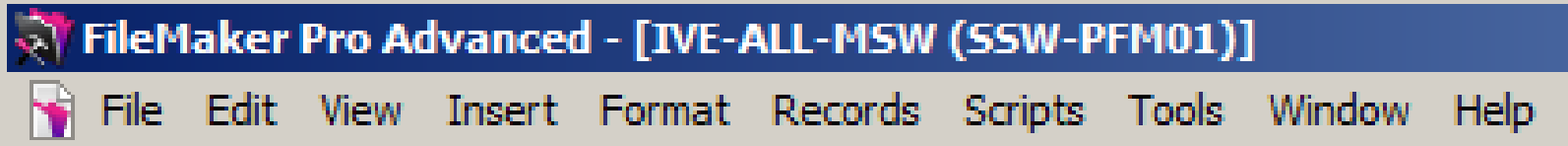
- ▶ All data are fictitious
 - Identifying information has been altered
- ▶ FileMaker is very Interactive
 - FileMaker saves continuously
 - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
 - **DO NOT DO IT!**
 - FileMaker 11 is not compatible with FileMaker 12.

Generating “Current Enrollment” Report for Invoice Check



From Scripts menu

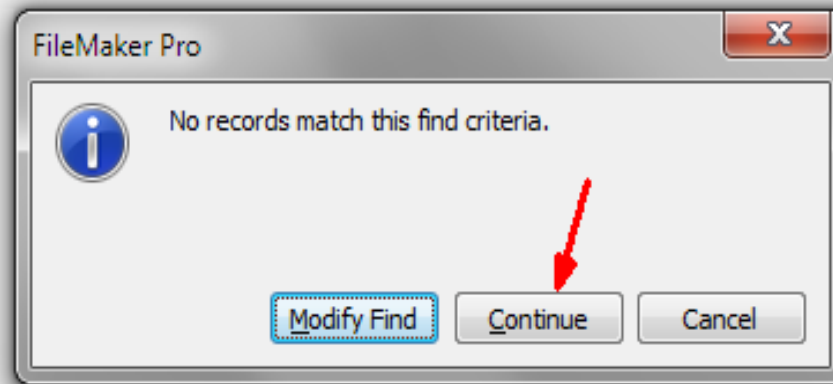
Generating “Current Enrollment” Report for Invoice Check



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
Tracking Letters	
Tracking Months of Work	
Work/Payment Report	
Count by Status	
Job Search	
Verification needed	
Grad counties	
Current Enrollment	

select “Current Enrollment”
(at the bottom)

- ▶ Click “Continue” until this window disappears.



Check for errors

- ▶ Only 1 student listed.

Layout: Current enrollment View As: [Table Icon] [List Icon] [Grid Icon] Preview Aa Edit Layout




Current MSW IV-E Enrollment by Full-Part Status

Full Part Status		Total # of Students: 1	
full	# of Students: 1		
NAME	Previous Name	Grad date	NAME Previous Name Grad date
Kathleen Morris		5/15/2018	
		Total # of Students: 1	
		Total # of Students: 43	
10/17/2016		?	

- ▶ No school listed.

Check for errors

- ▶ Click list view

Layout: Current enrollment View As:    Preview Aa Edit Layout

Current MSW IV-E Enrollment by Full-Part Status

Total # of Students: 1

Full Part Status	NAME	Previous Name	Grad date
full	Kathleen Morris		5/15/2018

Total # of Students: 1

Total # of Students: 43

10/17/2016 ?

Check for errors

- ▶ Click list view

The screenshot shows a web application interface for checking enrollment. The top navigation bar includes a 'Layout' dropdown set to 'Current enrollment', a 'View As' dropdown with three icons (table, list, grid), a 'Preview' button, and 'Aa' and 'Edit Layout' buttons. The main content area displays two tables of enrollment data.

Table 1: Current MSW IV-E Enrollment by Full-Part Status

Full Part Status	NAME	Previous Name	Grad date	NAME
full	Kathleen	Morris	5/15/2018	

Total # of Students: 1

Total # of Students: 43

10/17/2016

Table 2: Current MSW IV-E Enrollment by Full-Part Status

Full Part Status	NAME	Previous Name	Grad date	NAME
full	Kathleen	Morris	5/15/2018	

Total # of Students: 1

UC Berkeley

Full Part Status	NAME	Previous Name	Grad date	NAME
full	Adriana	Dominguez	6/15/2014	
	Cheryl	Carney	5/15/2014	
	Cori	Chapin	5/15/2014	
	CASSAND	DELEONECHEVER BRIGGS	5/15/2014	
	Kristin	Erickson	5/15/2014	
	JOY	JONES	5/15/2014	
	Renee	Meisner-Bogdahn	5/15/2014	
	Erin	Orr	5/15/2014	
	Kirsten	Qualey	5/15/2014	
	Raquel	Rios	5/15/2014	
	Mary Clare	Scott	5/15/2014	
	Gerardo	Torres	5/15/2014	
	Marixa	Zamora	5/15/2014	
	Amber	Henderson	5/15/2014	

Total # of Students: 34

Total # of Students: 42

- ▶ There are 2 pages and School is listed for the other students.

- ▶ Go to Browse mode in Data Entry Layout and to first record.

The screenshot shows a software interface with a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Tools, Window, Help) and a toolbar. The toolbar includes navigation icons, a record counter showing '1' in a box and '43 / 385 Found (Sorted)' next to a green circle, and buttons for 'Show All', 'Omit Record', 'Show Omitted', and 'New Record'. Below the toolbar, the 'Layout' is set to 'DATA ENTRY' and 'View As' is set to a list view. The main form has tabs for 'Personal', 'Academic', and 'Work and Repayment'. The 'Personal' tab is active, showing a red box labeled 'Still in school' and a blue box containing the ID '001312'. Below these, there is a 'Last Contact' field, a green box containing the name 'Kathleen Cesilia Morris', and a blue button labeled 'Find Student'. At the bottom, the text 'IV-E Program' is displayed. Two red arrows originate from below the interface: one points to the 'Still in school' field, and the other points to the ID '001312'.

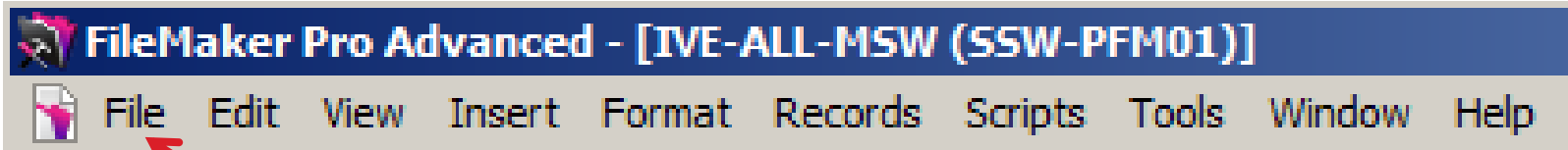
- ▶ Add School and school initials to ID

Rerun Script

Layout: Current enrollment View As: Exit Preview

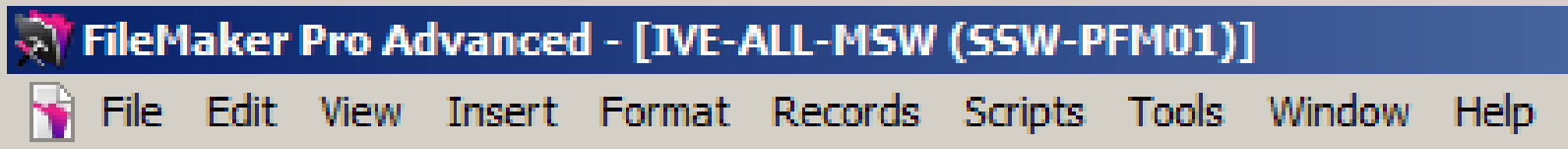
Current MSW IV-E Enrollment by Full-Part Status					
UC Berkeley			Total # of Students: 43		
Full Part Status		full	# of Students: 35		
NAME	Previous Name	Grad date	NAME	Previous Name	Grad date
Kathleen Morris		5/15/2018	Adriana Dominguez		6/15/2014
Cheryl Carney		5/15/2014	Cori Chapin		5/15/2014
CASSAND DELEONECHEVER	BRIGGS	5/15/2014	Kristin Erickson		5/15/2014
JOY JONES		5/15/2014	Renee Meisner-Bogdahn		5/15/2014
Erin Orr	Erin Paddock	5/15/2014	Kirsten Qualey		5/15/2014
Raquel Rios		5/15/2014	Mary Clare Scott		5/15/2014
Gerardo Torres		5/15/2014	Marixa Zamora		5/15/2014
Amber Henderson		5/15/2013	Thodore Phan		5/15/2013
Angie Cruz		6/15/2013	Juanita Guevara		6/15/2013
Julie Blickenstaff		5/15/2013	Regina Burnette	Murphy	5/15/2013
Sarah Flam		5/15/2013	Crystal Irving		5/15/2013
Ashley Kirkland		5/15/2013	Kathleen Kouklis		5/15/2013
Judith Larrabee	Garza	5/15/2013	David Marquez		5/15/2013
Cristina Mendez		5/15/2013	Chelsea Nichols		5/15/2013
Nereida Palafox (Reese)		5/15/2013	Alyssa Rogers		5/15/2013
Sharmila Voorakkara		5/15/2013	Melinda Whatford	Hart	5/15/2013
Janaia Bruce		5/15/2014	Nicole Millan	Kaye	6/15/2013
Jeannette Robinson		5/31/2013			
Full Part Status		part	# of Students: 8		
NAME	Previous Name	Grad date	NAME	Previous Name	Grad date
Narine Manusyants	Galadzhyan	5/15/2015	Emily Amoruso-Mace		5/15/2014
Marlin Ortega		5/15/2014	Carla Clark		6/15/2014
Courtney Sallam		5/15/2014	Mitchell Souphasith		5/15/2013
Vanessa Gutierrez		6/15/2013	Michael Vasquez		5/15/2013
UC Berkeley			Total # of Students: 43		
Total # of Students: 43					

Printing Current Enrollment



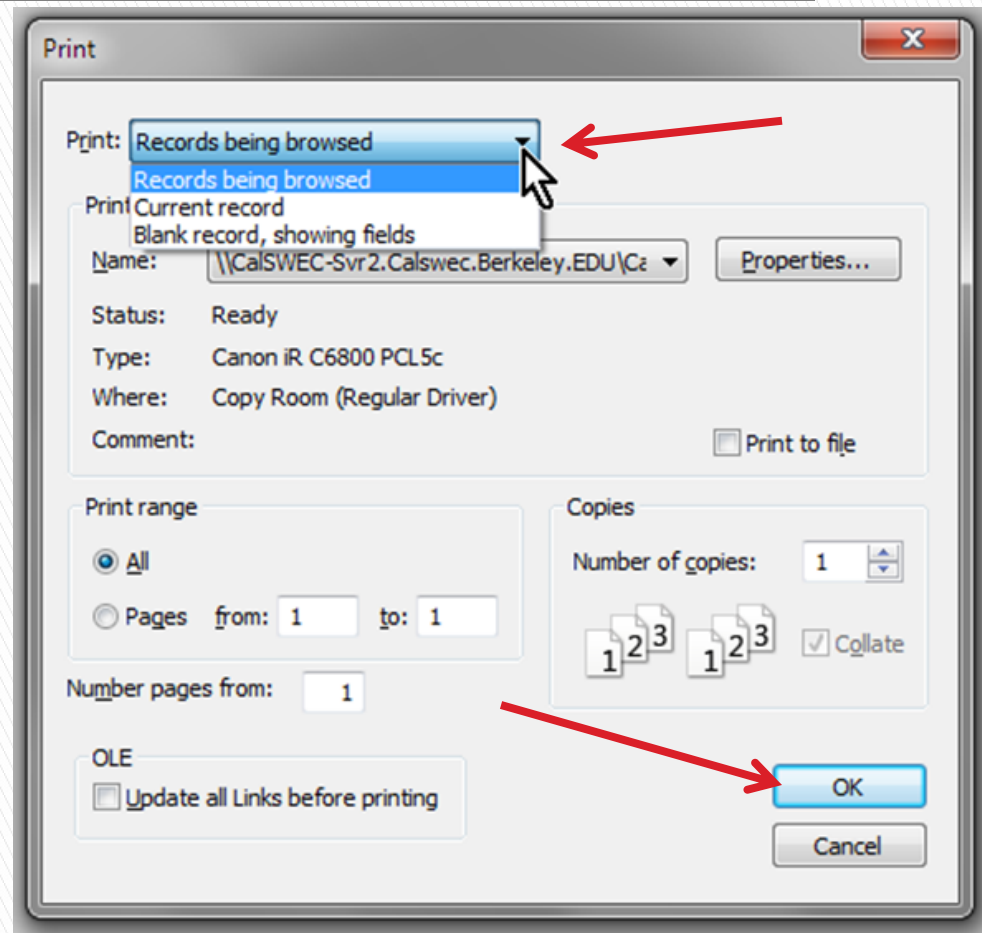
From the File menu,
click **Print...**
or type **Ctrl + P**

Printing Current Enrollment



Then select: "Records being browsed"

And click OK




Checking & Submitting Printout

- ▶ The PC must check for accuracy.


Checking & Submitting Printout

- ▶ The PC must check for accuracy.
- ▶ Correct discrepancies in CSIS and generate report again.


Checking & Submitting Printout

- ▶ The PC must check for accuracy.
 - ▶ Correct discrepancies in CSIS and generate report again.
 - ▶ Work with fiscal personnel to compare invoice.
- 


Checking & Submitting Printout

- ▶ The PC must check for accuracy.
 - ▶ Correct discrepancies in CSIS and generate report again.
 - ▶ Work with fiscal personnel to compare invoice.
 - ▶ Clarify discrepancies between invoice Printout .
- 


Checking & Submitting Printout

- ▶ The PC must check for accuracy.
 - ▶ Correct discrepancies in CSIS and generate report again.
 - ▶ Work with fiscal personnel to compare invoice.
 - ▶ Clarify discrepancies between invoice Printout .
 - ▶ Handwrite the explanation on the printout.
- 

Checking & Submitting Printout

- ▶ The PC must check for accuracy.
 - ▶ Correct discrepancies in CSIS and generate report again.
 - ▶ Work with fiscal personnel to compare invoice.
 - ▶ Clarify discrepancies between invoice and Printout .
 - ▶ Handwrite the explanation on the printout.
 - ▶ PC must sign printout.
- 

Checking & Submitting Printout

- ▶ The PC must check for accuracy.
 - ▶ Correct discrepancies in CSIS and generate report again.
 - ▶ Work with fiscal personnel to compare invoice.
 - ▶ Clarify discrepancies between invoice Printout .
 - ▶ Handwrite the explanation on the printout.
 - ▶ PC must sign printout.
 - ▶ Attach Printout to invoice.
- 

Checking & Submitting Printout

- ▶ The PC must check for accuracy.
- ▶ Correct discrepancies in CSIS and generate report again.
- ▶ Work with fiscal personnel to compare invoice.
- ▶ Clarify discrepancies between invoice and Printout .
- ▶ Handwrite the explanation on the printout.
- ▶ PC must sign printout.
- ▶ Attach Printout to invoice.
- ▶ Submit to Jane Turbiner (turbiner@berkeley.edu)

Contact information

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