

Find and Correct Errors

With 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.

Errors

 Use Table form or Fields layouts and sort files by column headings in ascending order to check records for missing data & errors

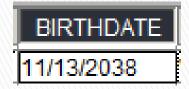
Delete blank Records	CALSWE	DONE	FIRST_N
 Delete blank Records 		Still in school	
A LLC L LL :: L	0 01310	Still in school	Mitchell

Add School Initials

Missing Data

N	PI_BEG	GEND	BIRTHDATE	ETHNICITY
Ì	2010			Hispanic
	2015			
V	2015			
V	2008	female	1/8/1978	African/African American
Ì	2008	female	4/9/1983	Latino/Latin American

Error in data



Errors

- Check error fields Sort Error fields in Descending order to find the Error messages
- What is wrong with these?

find error in grad date	Student Status	PI_BEG	PI_GRAD	year
ERROR?	enrolled - in good	2011	5/15/2014	2014
ERROR?	enrolled - in good	2011	5/24/2013	2013

find error in perm res	ORIG_CNT	CITIZENS	NATRLZ_DT	PERMRES
ERROR	Costa Rica	Costa Rica	01/1/2001	

Solutions

- Status should be "graduated"
- or "gone on leave" or "Returned from leave in good standing" and Grad date and Year changed.

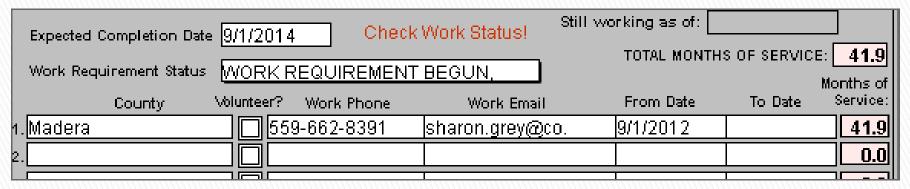
find error in grad date	Student Status	PI_BEG	PI_GRAD	year
ERROR?	enrolled - in good	2011	5/15/2014	2014
ERROR?	enrolled - in good	2011	5/24/2013	2013

- If student is not a US citizen "Permres..." should say "Yes" and NARTRLZ_DT (Naturalization date) deleted.
- If NARTRLZ_DT is correct than student would be US citizen and "CITIZENS..." should be "USA"

find error in perm res	ORIG_CNT	CITIZENS	NATRLZ_DT	PERMRES
ERROR	Costa Rica	Costa Rica	01/1/2001	

Errors In Work Requirement

- What is wrong with this?
- Why the "Check Work Status!" message?



- And this?
- Why "Check Work Start date"?



Errors In Work Requirement

Should be done with work ... more than 24 months

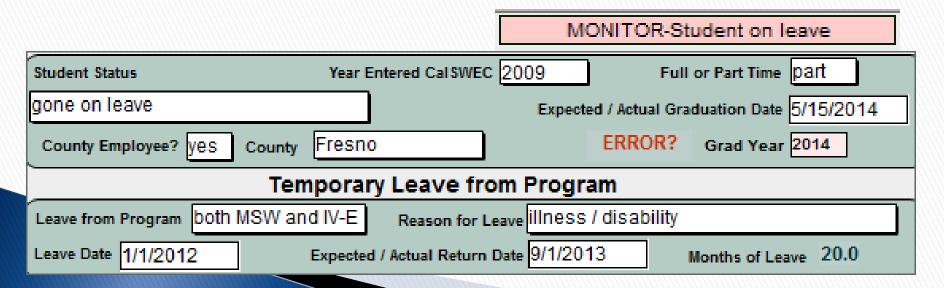
Expected Completion Date	9/1/2014	Check	: Work Status!	Still working as of:		
Work Requirement Status	WORKE	REQUIREMENT	BEGUN,	TOTAL MONT	HS OF SERVICE:	41.9
County	Volunteer?	Work Phone	Work Email	From Date	To Date	Service:
1. Madera	<u> </u>	9-662-8391	sharon.grey@c	o. 9/1/2012	3	41.9
2.						0.0
			T	Ţ		

Work start date precedes
Grad Date

Emplo	<u>yment</u>	Grad 5/1	5/2015
k Regair	ement Done? <mark>N</mark>	0	
Still wo	orking as of:		
	TOTAL MONTH	IS OF SERVIO	E: 38.9
	Check Work st	art date	Months of
	From Date	To Date	Service:
ΟV	1/11/2014		25.5
			0.0

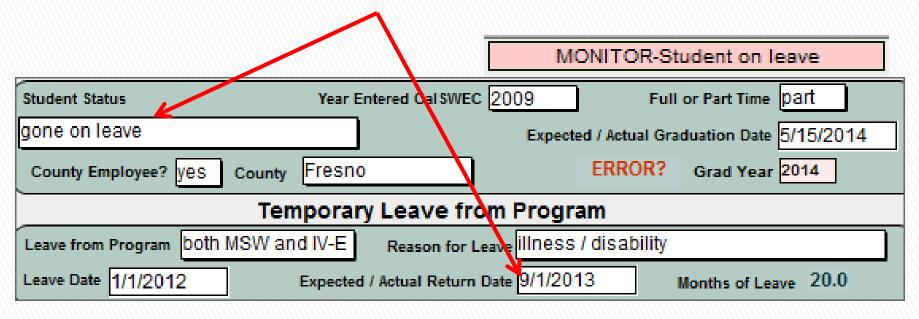
Check for "Monitor" Records

- Search for "Monitor" in status field
 - MONITOR-Student on leave
 - MONITOR-Student in Repayment
 - MONITOR-Graduate in Repayment
- What is wrong here? Why the "ERROR?" message?



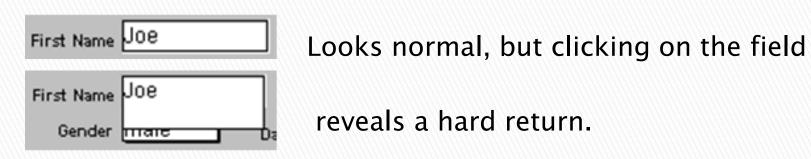
Solution

Didn't come back from leave or Student status wasn't changed. Needs follow-up.



Errors in Contact Info

Hard returns in small fields are not visible



Use Avery 5160 labels Layout in Preview mode to find entry errors in contact Info like these:

Hard return after Joe

Joe Blow 123 Main Street Anytown, CA 99999

Two Cities listed

Pa Roberson 2350 E. Yale Fresno, CA Clovis, CA 93277

No City listed

Frances Evans 5392 W. Lansing Way , CA

Contact information

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