



CalSWEC

California Social Work Education Center

# Adding New Records to CSIS Databases

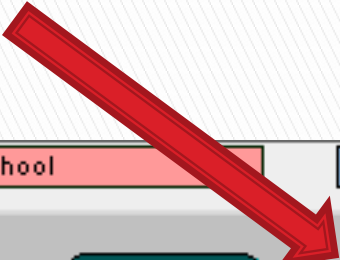
# Data in the Tutorial

- ▶ 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!!!

**ADD NEW STUDENT**



Personal	Academic	Work and Repayment	Still in school	HU000267
Last Contact		<input type="text"/>	Ida L Mejia	<b>Find Student</b> <b>ADD NEW STUDENT</b>
Northern Region		<u>IV-E Program</u>		
CalSWEC ID	HU000267	Full or Part Time	full	Year Entered CalSWEC: 2014
Student Status:	enrolled - in good standing		Expected / Actual Graduation Date: 5/15/2016	
	Completed IV-E BASW?	<input type="text"/>	Grad Year	2016

# 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



Button is used.

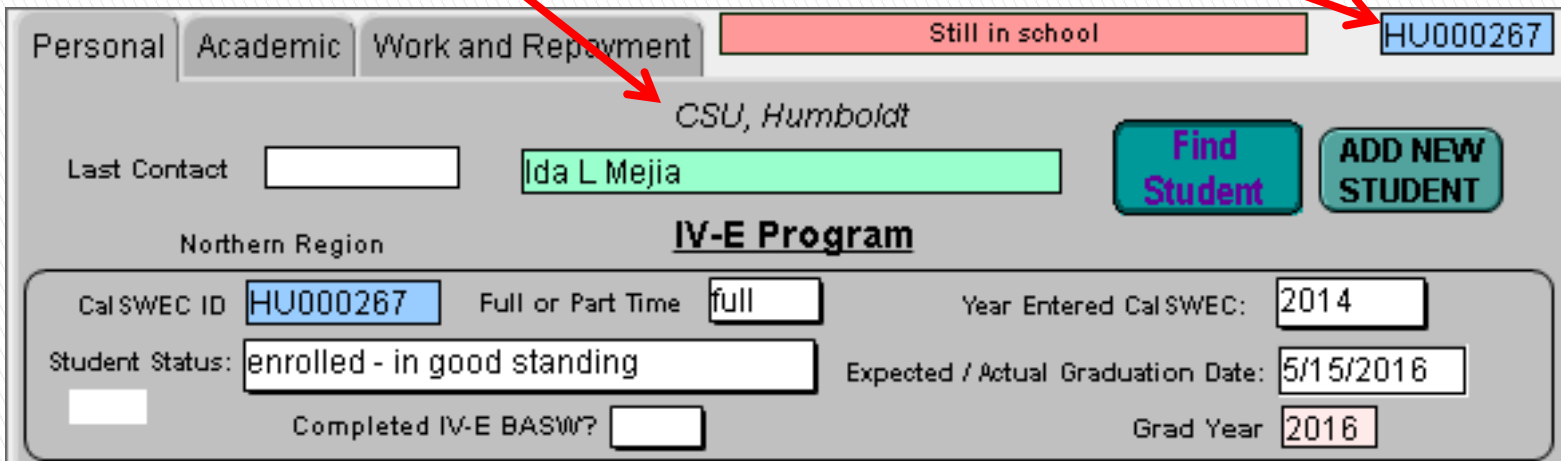
# Preset Options Continued

- 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 Button?

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



The screenshot shows a student record form with the following fields and buttons:

- Personal** | **Academic** | **Work and Repayment** | **Still in school** (red bar)
- CSU, Humboldt** (text)
- Find Student** (blue button)
- ADD NEW STUDENT** (blue button)
- Northern Region** | **IV-E Program**
- CalSWEC ID**: HU000267
- Full or Part Time**: full
- Year Entered CalSWEC**: 2014
- Student Status**: enrolled - in good standing
- Expected / Actual Graduation Date**: 5/15/2016
- Completed IV-E BASW?** (checkbox)
- Grad Year**: 2016

Red arrows point from the list items to the **HU000267** ID field and the **CSU, Humboldt** school field.

# Forgot the ID Sequence?

- ▶ 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

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



# 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

Data Management Specialist – Susan Jacquet

[sjacquet@berkeley.edu](mailto:sjacquet@berkeley.edu) 510-643-9846

Database Analyst – Afton Hencky

[aftonh@berkeley.edu](mailto:aftonh@berkeley.edu) 510-664-7131

