CalSWEC

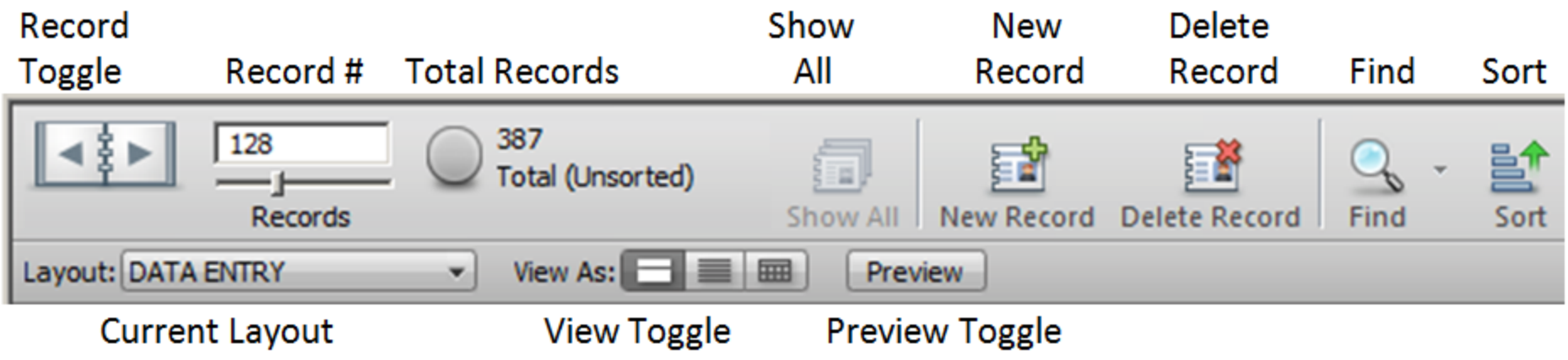
California Social Work Education Center

Navigating CSIS In FileMaker

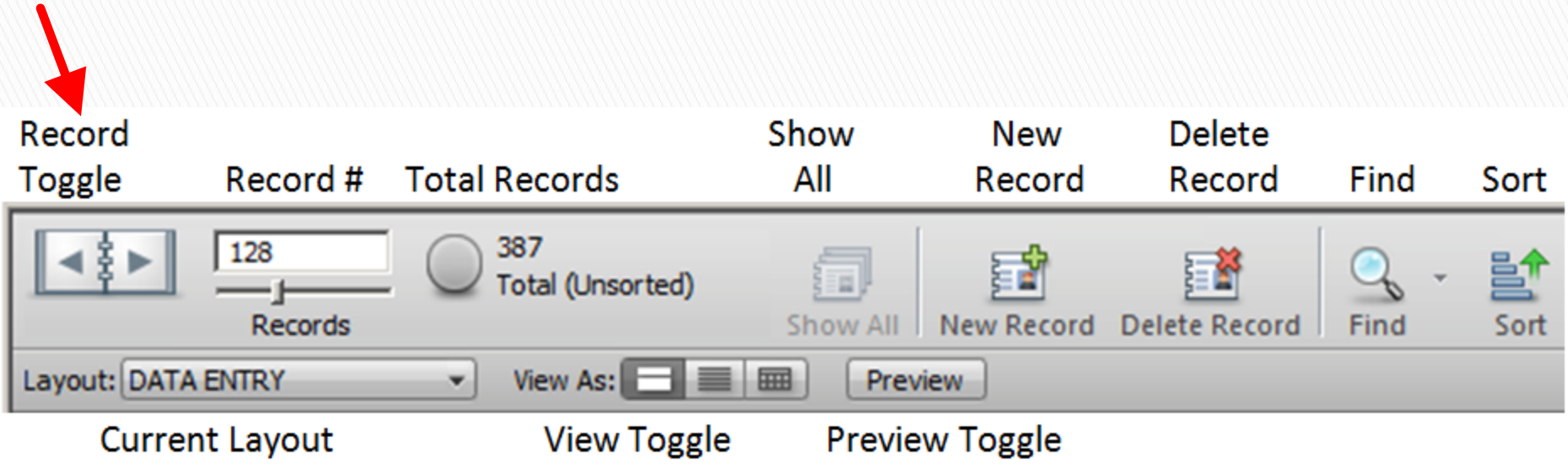
Data in the Tutorial

- 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

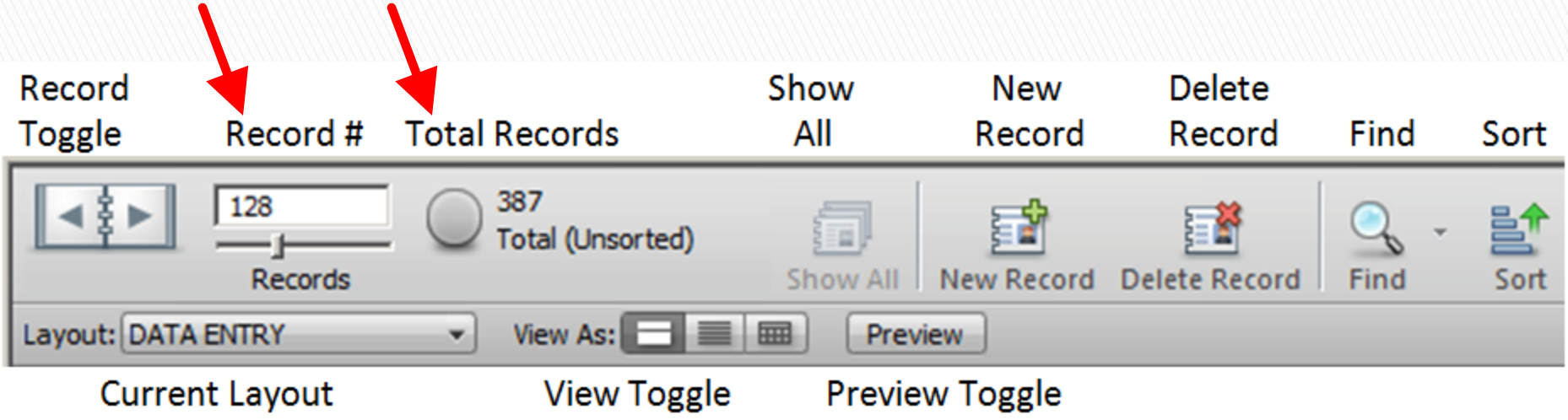


Status Area & ICONS



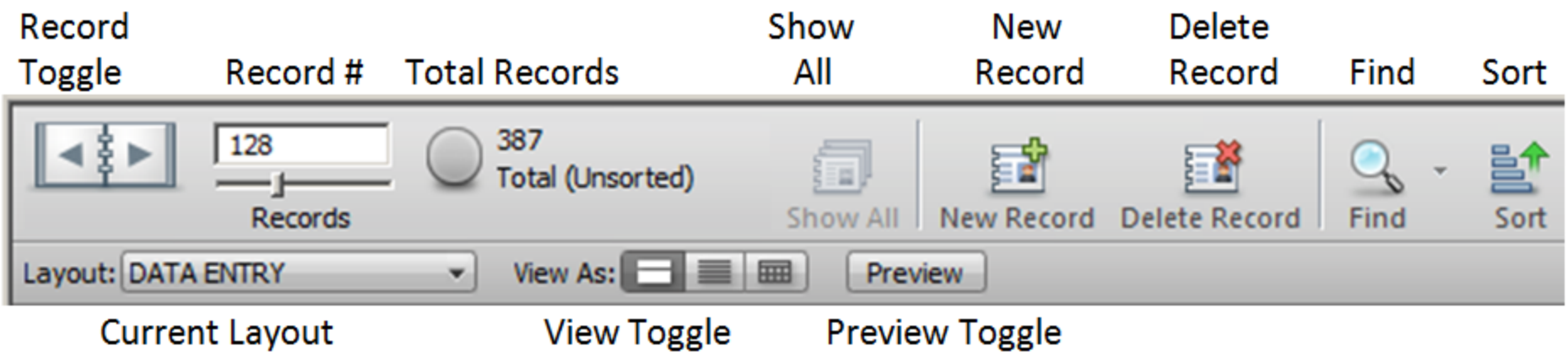
This little “notebook” or “Record toggle” allows the user to flip from record to record by clicking on the arrows. The right arrow goes forward to the next record, and the left arrow goes back to the previous record.

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.

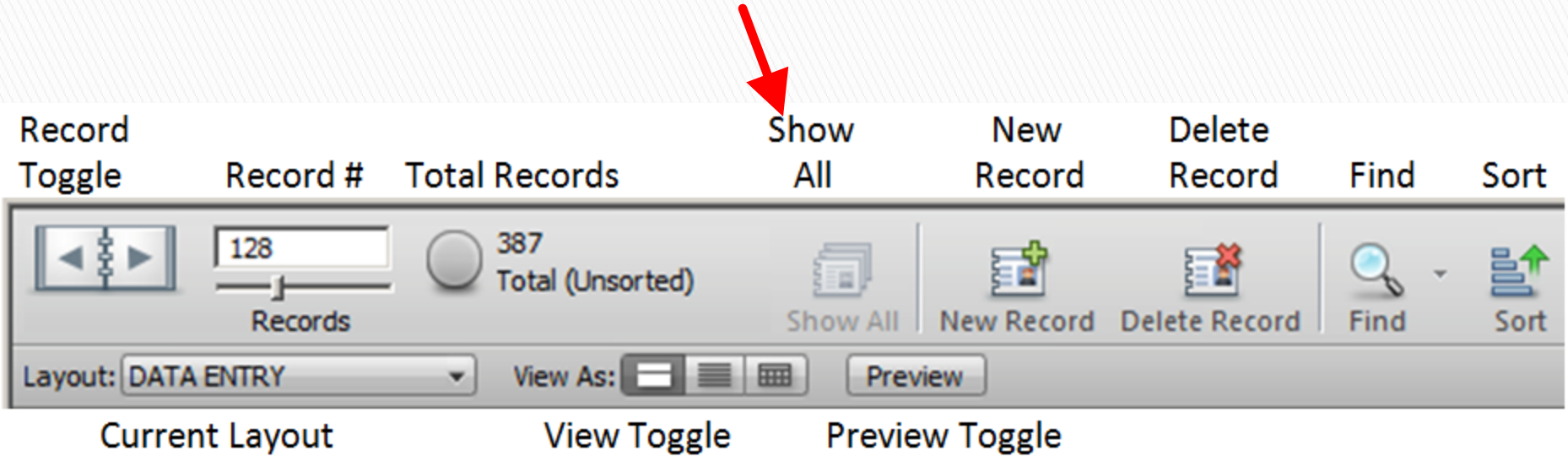
Status Area & ICONS



These are function buttons:

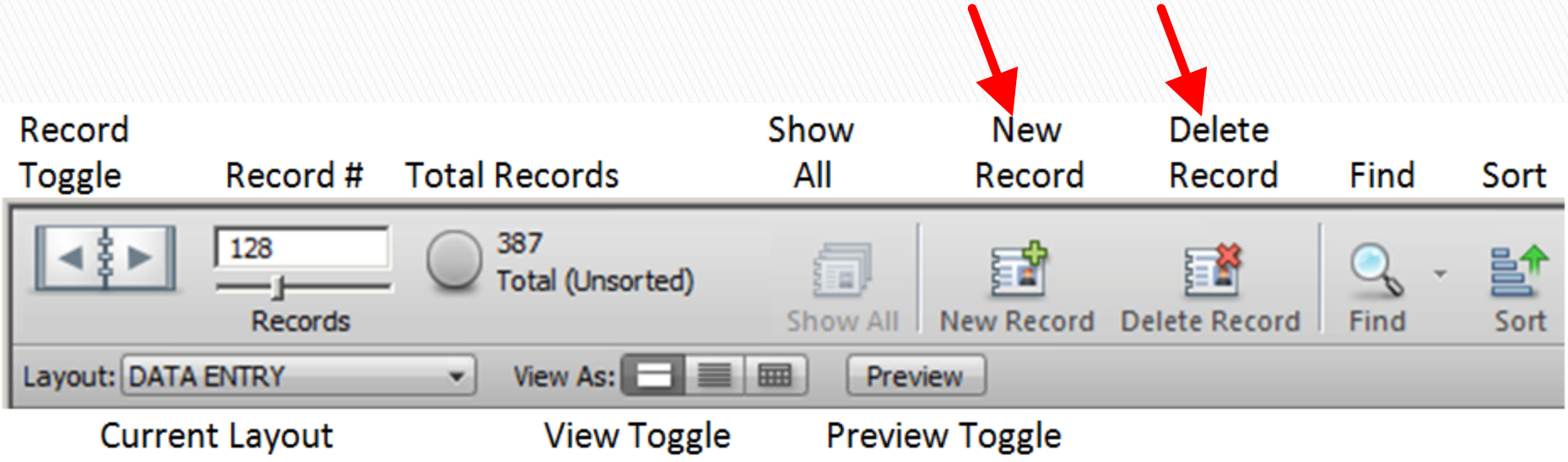
“Show All” “New Record” “Delete” “Find” & “Sort”.

Status Area & ICONS



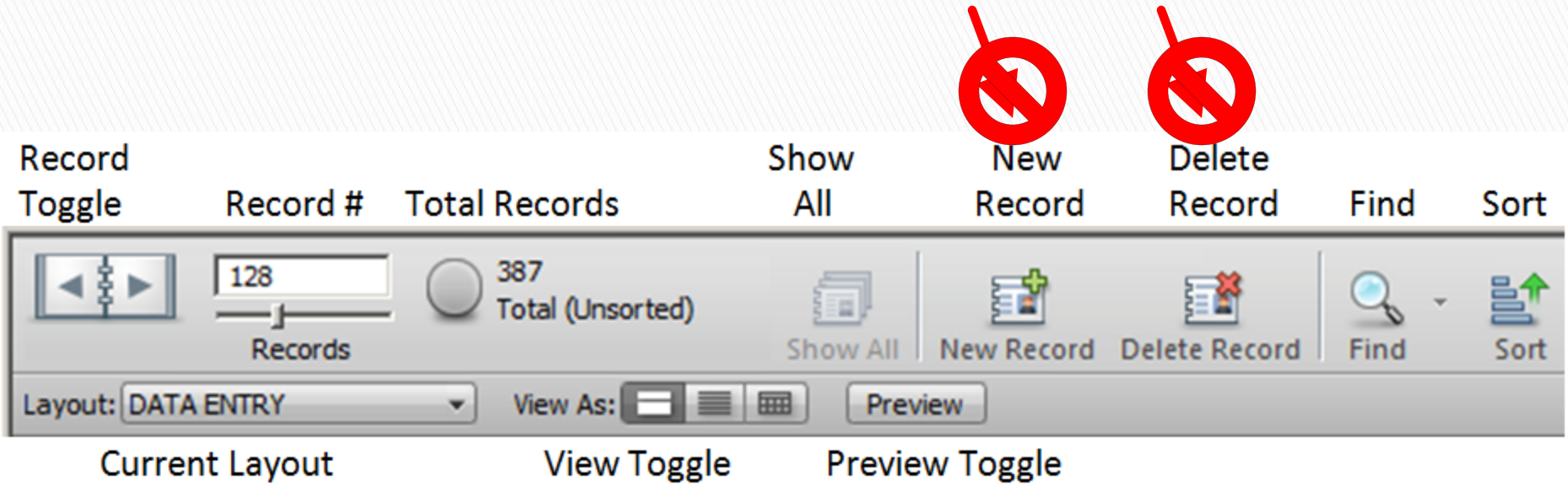
"**Show All**" brings up all records after a find.

Status Area & ICONS



New Record and Delete Record

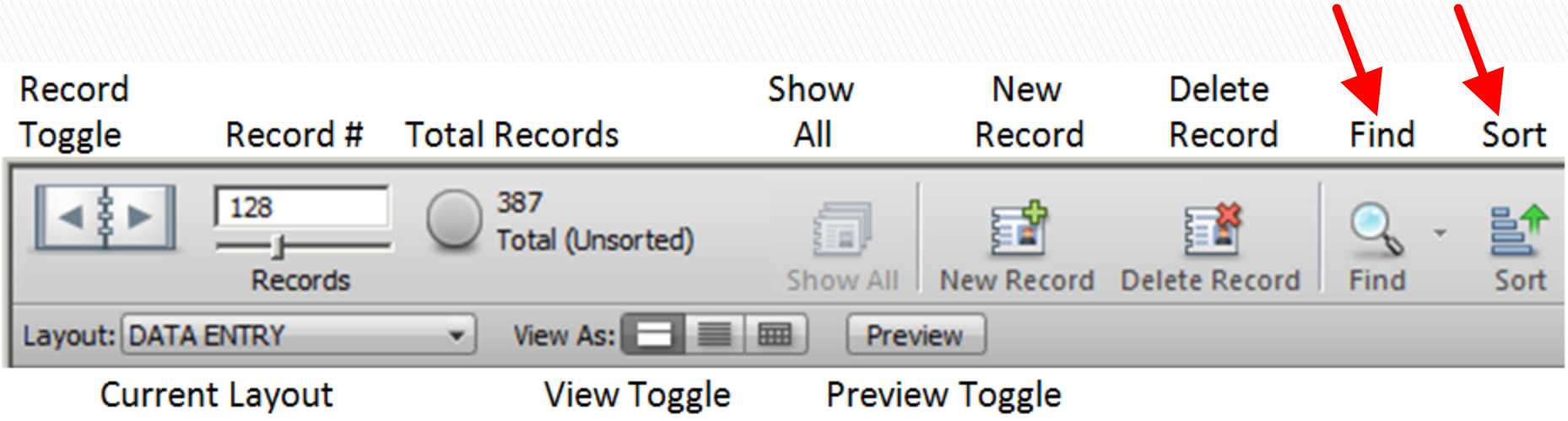
Status Area & ICONS



DO NOT USE

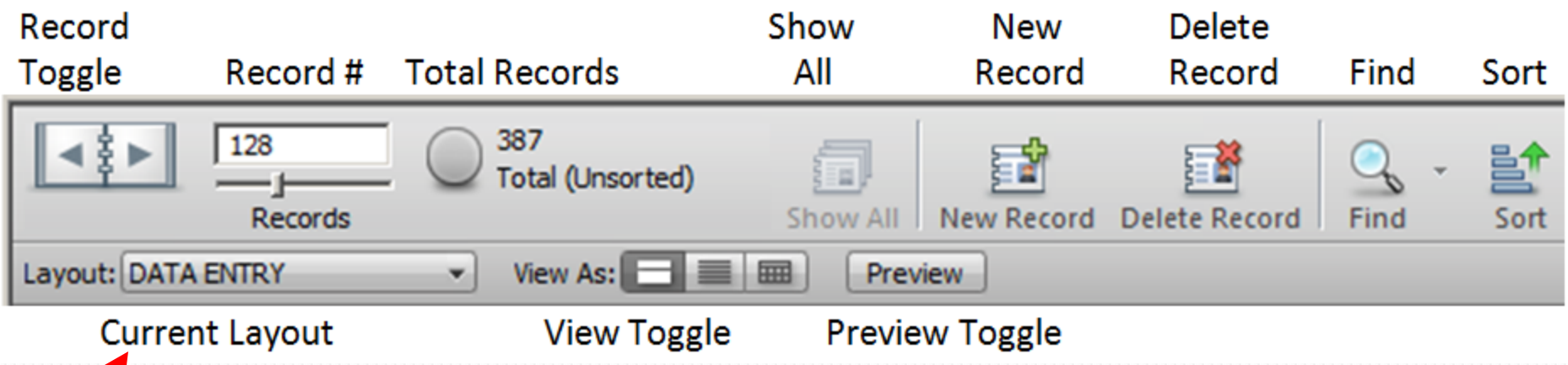
unless you are sure you want the results.

Status Area & ICONS



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

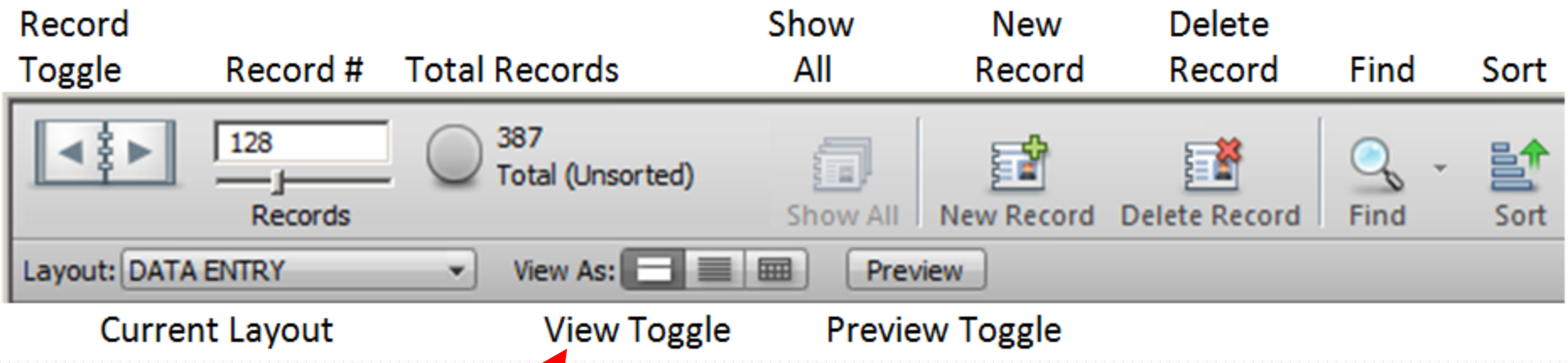
Status Area & ICONS



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

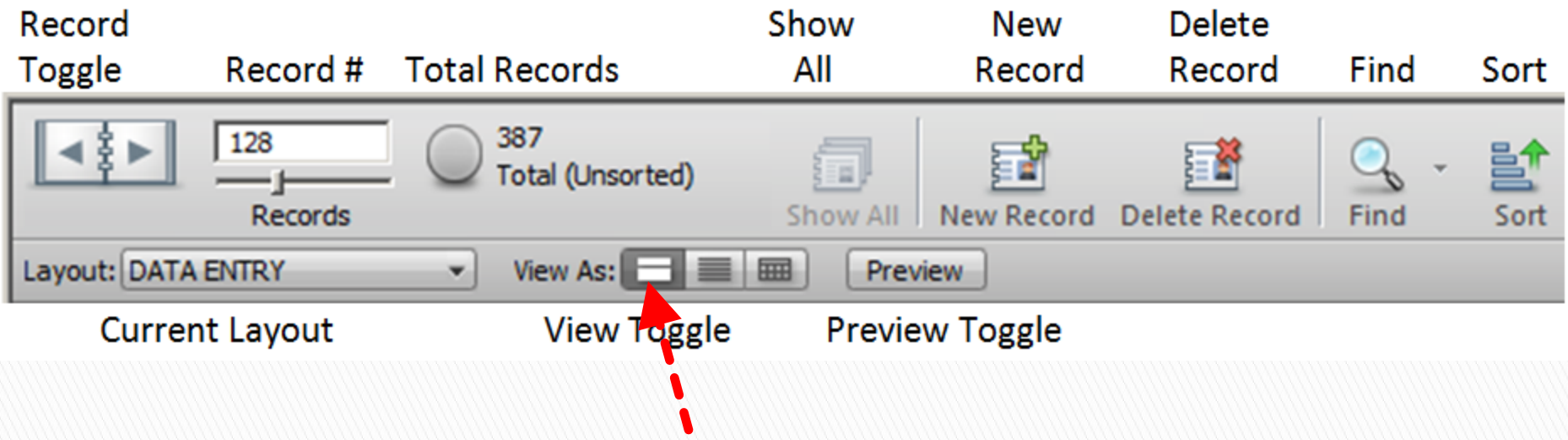
Note that “DATA ENTRY” is showing in the layout menu. That is the layout that would be visible on the screen. It contains all of the data required for each of the records in CSIS; and it is the layout most often used.

Status Area & ICONS



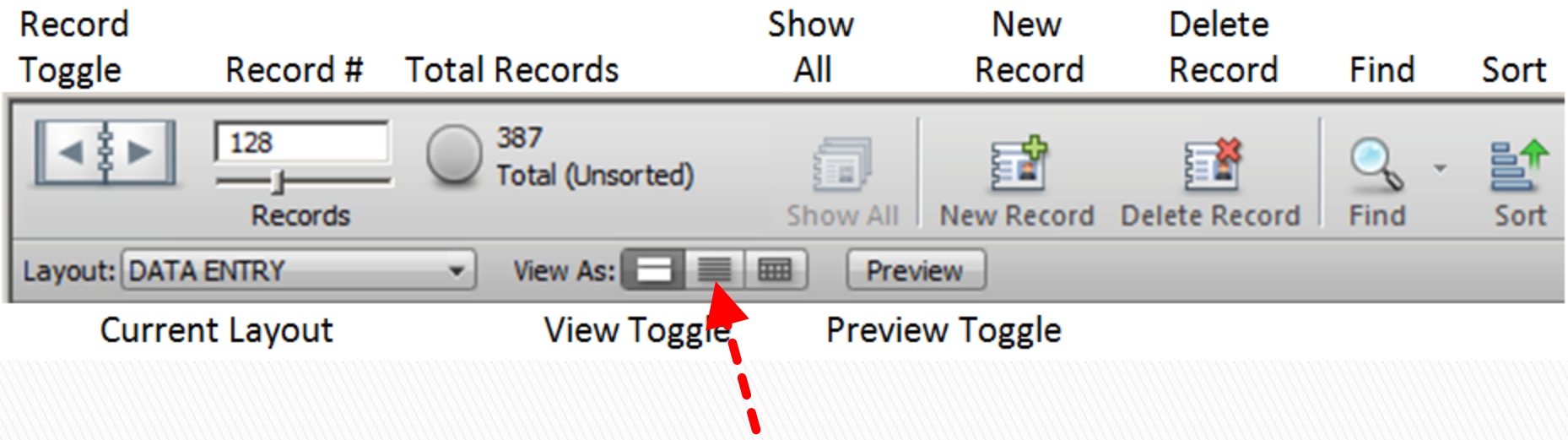
"**View as**" Toggles among 3 views:

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

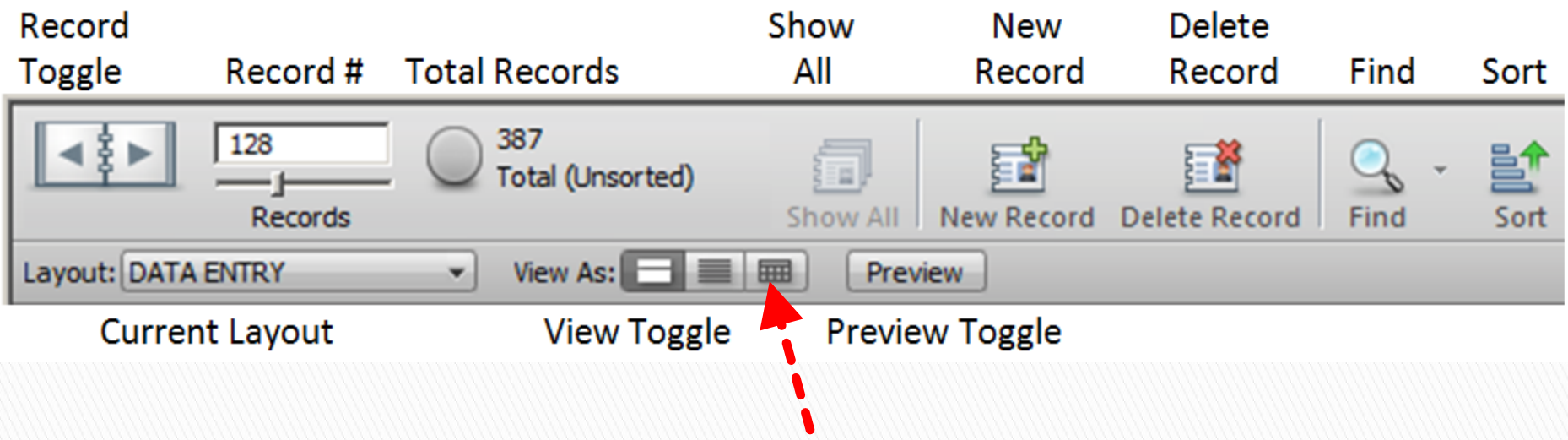
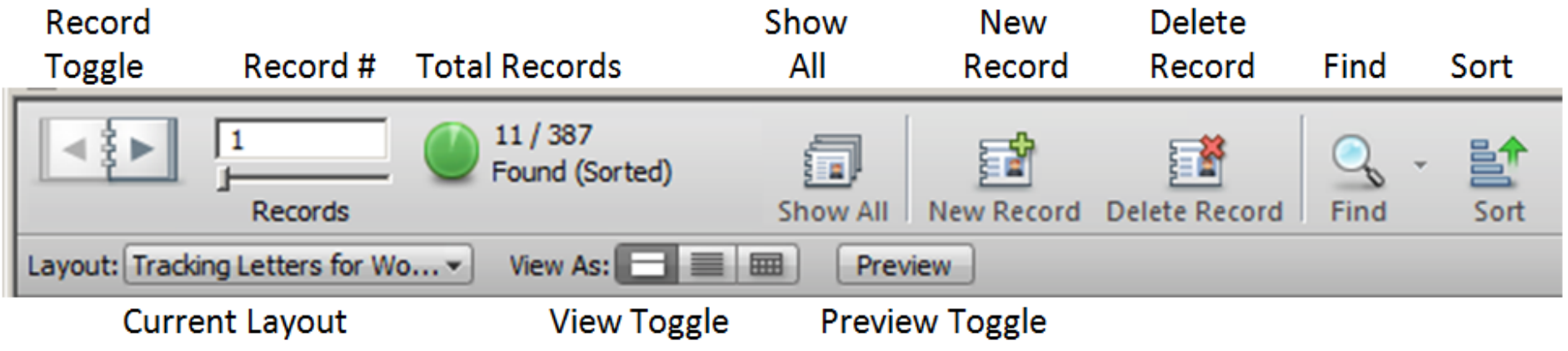


Table – which lists all records in Table form.

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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