CalSWEC
California Social Work Education Center

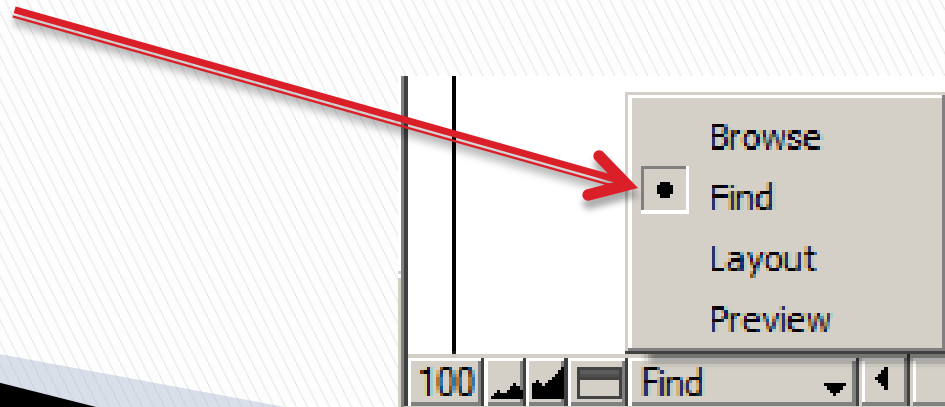# Using "FIND" Mode

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.

Using "FIND" Mode

▸ To Find all graduates Type **[Ctrl F]**

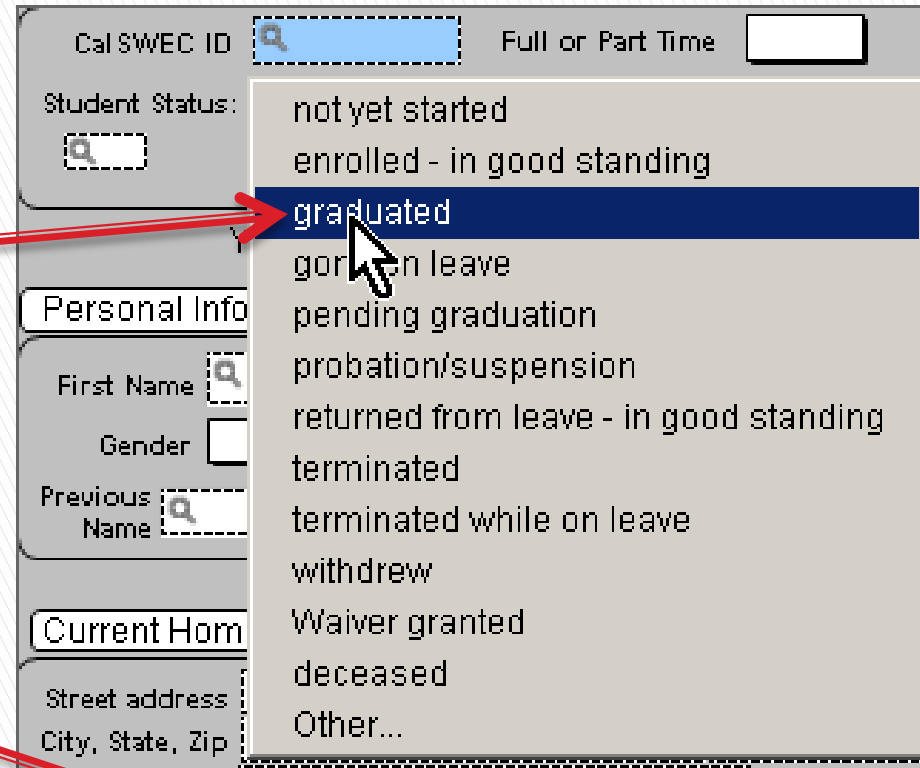▸ Or at the top of the screen Click on the Find Icon

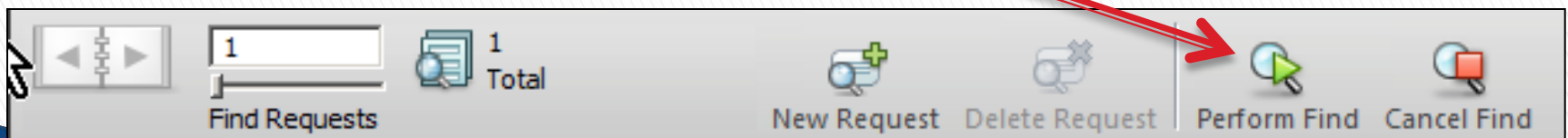Or Select Find Mode at the bottom of the screen

Using "FIND" Mode

In Data Entry Layout Check "graduated" in the Student Status field.

Then click on the "Perform Find" Icon

Cal SWEC ID | Full or Part Time

Student Status:

not yet started
enrolled - in good standing
graduated
gone on leave
pending graduation
probation/suspension
returned from leave - in good standing
terminated
terminated while on leave
withdrew
Waiver granted
deceased
Other...

Personal Info

First Name

Gender

Previous Name

Current Hom

Street address
City, State, Zip

1

1
Total

Find Requests

New Request   Delete Request   Perform Find   Cancel Find

Using "FIND" Mode

- Notice the number of records changed
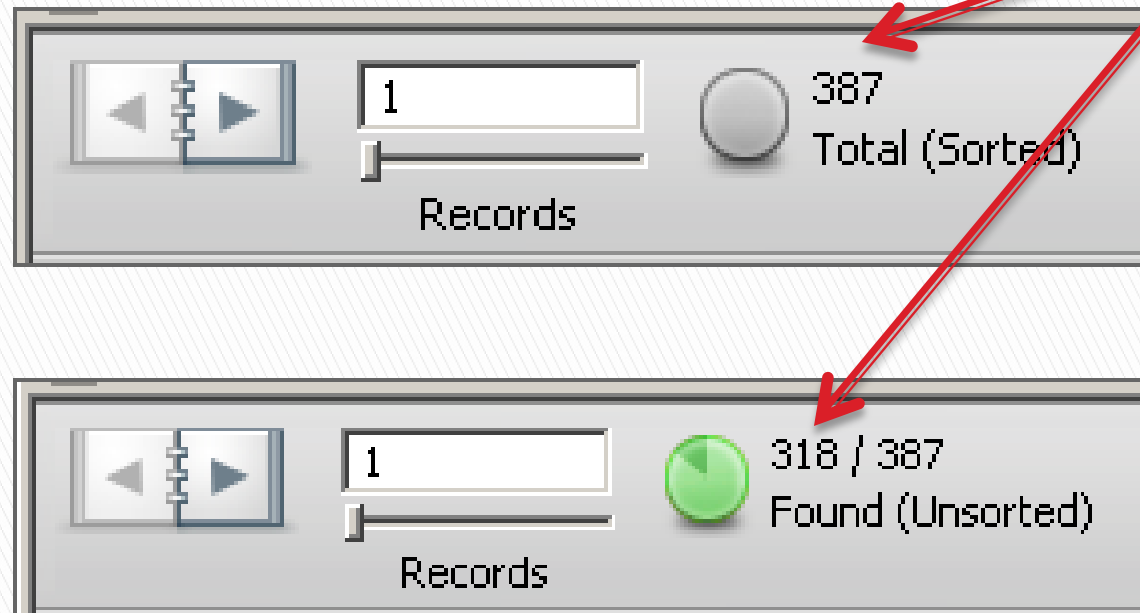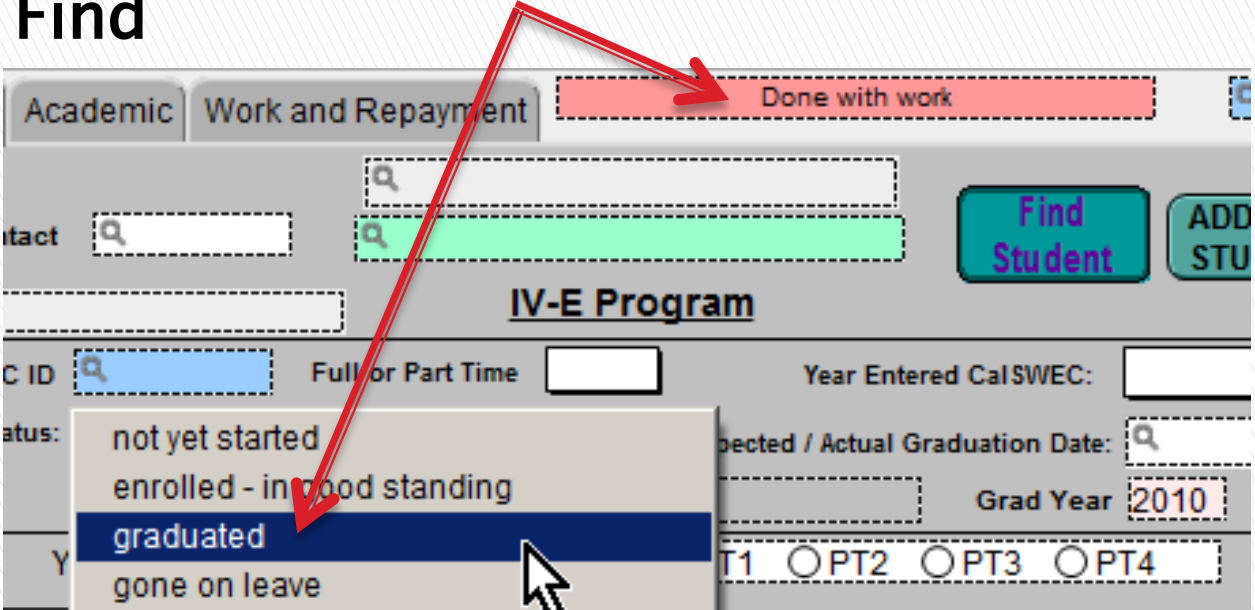

- There are 318 graduates among the 387 records

Multiple Finds

To find how may graduates completed work obligation.   In Find mode

- Select "**graduated**" in Student status, and
- Type "**Done with work**" in the Status field, then
- Click **perform Find**

Found "235"

Advanced Finds

To find how many of the "235" are part time.
Click **find mode** again and check "**Part**" in
"**Full or Part Time**" field.

Full or Part Time	full
	☑ part
	AP

DO NOT click "Perform find"
Note that "**Records**" has changed to "**Requests**"

	File	Edit	View	Insert	Format	Records	Scripts	Tools	Window	Help

	File	Edit	View	Insert	Format	Requests	Scripts	Tools	Window	Help

Advanced Finds

Click on Requests

File	Edit	View	Insert	Format	Requests	Scripts	Tools	Window	Help
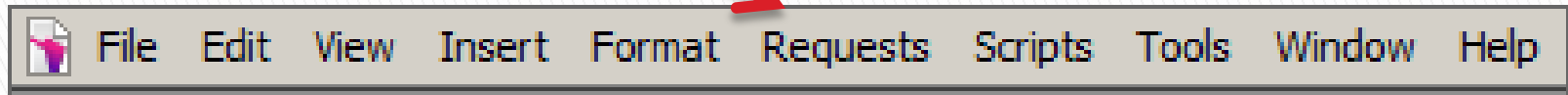
Then click on
"Constrain Found Set"

53 of the 235 are Part Time

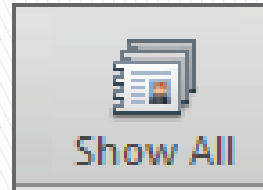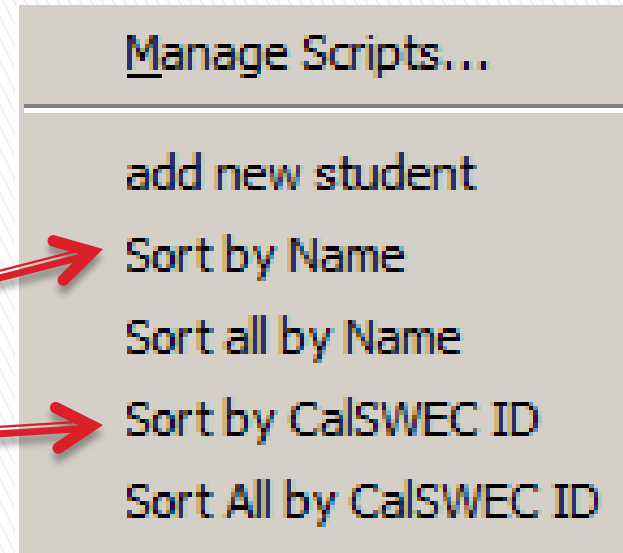| Requests	Scripts	Tools	Window	H
Add New Request			Ctrl+N	
Duplicate Request			Ctrl+D	
Delete Request			Ctrl+E	
Go to Request			▶	
Show All Records			Ctrl+J	
Perform Find			Enter	
Constrain Found Set				
Extend Found Set				
Revert Request...				

53 / 387
Found (Unsorted)
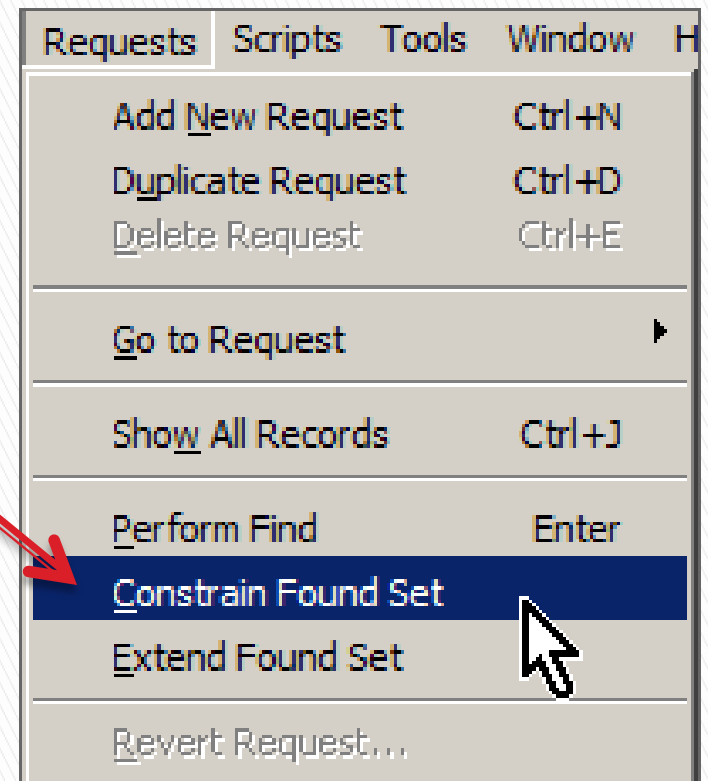
To Retrieve All Records.

- Click on "Show All" Icon

    Or

- From Scripts
    ◦ Sort all by Name, or
    ◦ Sort all by CalSWEC ID

    Or

- From Records
    ◦ "Show All Records"

Show All

Manage Scripts…

add new student
Sort by Name
Sort all by Name
Sort by CalSWEC ID
Sort All by CalSWEC ID

Show All Records
Show Omitted Only
Omit Record
Omit Multiple…

Contact information

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