

HOW TO OPEN DATABASE AND SETUP FILEMAKER PRO SETTINGS

To Set up Filemaker Pro Database

To do this, open Filemaker Pro
Go to: Edit
Go to: Preferences
Go to: Application
Go to: Network Protocol - select TCP/IP
Restart Filemaker Pro

To access and open the database

Activate Filemaker Pro
Cancel the Filemaker Pro Dialogue box then proceed to go under 'File' to Open
Click on 'Hosts' - (box on right hand side in Dialogue window)

For initial connection

Click on 'Specify Hosts'
Type in the host server's IP address: 129.180.8.61 and tick the box to permanently add entry to Host list - (this only needs to be done the first time you connect to the server)

For subsequent connections

Double click on 129.180.8.61
Double click on UNEUnit02.fp5
Enter Username – then Password
Your computer will then look for and retrieve each of the individual databases that support the main database.

WORKING IN THE DATABASE

Unit Information Database

Main Input

This is the main screen used to view, enter and/or update unit information.

Take care to select only your area's units eg performing a find on 302 could bring up four units: ELDC 302, CSAE 302, ABED 302 and EDAS 302, making it difficult to be sure you are working on the correct unit.

Do a Find on the complete unit code & number, i.e. CSAE 302 (not only the number section as above). When running the reports or working on your schools entries you can perform a find on your school so that the generated report collects data from only your school (remember to update the Department field for all new units).

DATABASE BUTTONS

Edit

Click on this button to update or edit unit information.

Find:

Click on this button to perform finds.

List View:

Be in browse mode to view list.

Banner Comparison:

Connects to area of database dsigned to compare information on database with information contained on the main student system (Banner).

Reports:

DEC Schedule, UNE HB Statement, UNE HB Schedule, UNE/TLC Schedule, Booklists — produces a report for viewing and printing only.

Teaching Load:

Connects to Teaching Load module of database.

Skills:

Connects to Attributes of a UNE Graduate module and internal Timetable Details.