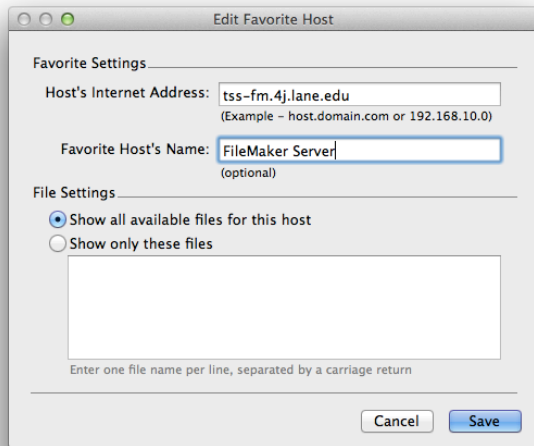# FileMaker Pro Inventory for TSS Staff

Setup: Add Server to Favorites

1. Open **FileMaker Pro**.
2. If a welcome window appears, close it.
3. Go to the **File** menu…
4. Go select **Open Remote….**
5. Click the **Add…** button.
6. Enter the address **tss-fm.4j.lane.edu**
7. Enter anything you want for the name, ie. **FileMaker Server**.

8. Click the **Save** button.
9. Click once on the name of the server in the list.
10. Click once on **4J Invent** to highlight it.
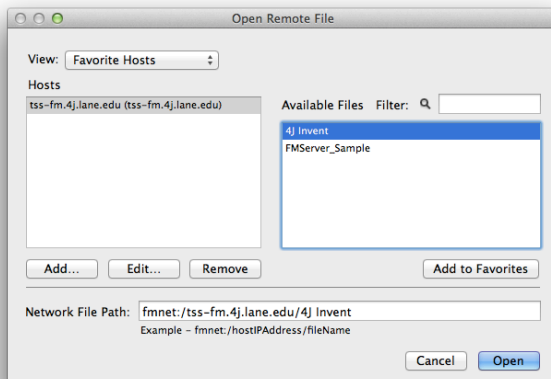
11. Click **Add to Favorites**.
12. Click the **Cancel** button.
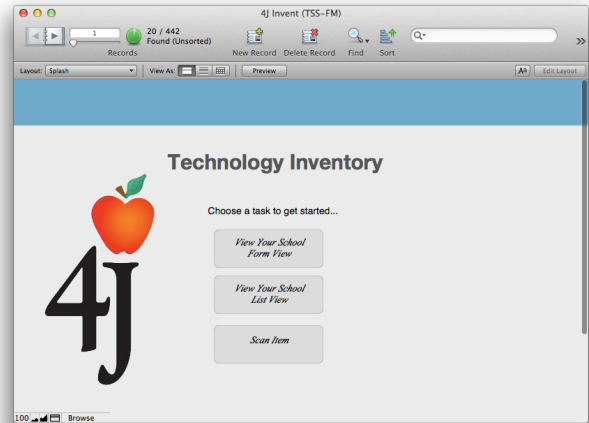13. Click **Cancel** again.

Connect to the Database

1. Open **FileMaker Pro…**
2. Go to the **File** menu.
3. Go to **Open Favorite**.
4. Select **4J Invent**.
5. Type a name and
   password and click **OK**.
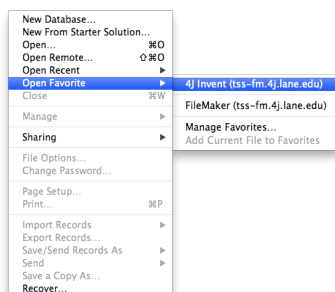
Viewing Database Information

1. Connect to the server (see **Connect to the Database)**. You will see a welcome screen similar to the one below.

2. Click the **View Your School - List View** button. You should be presented with a list of all items in your building.
3. If you want to search for specific items from your list press **Command F** or **F** on your keyboard, enter the criteria you want to search for and hit **Return**.
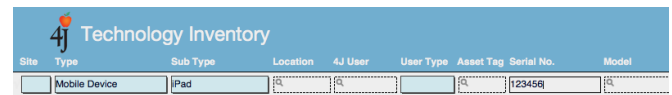
4. To view all items from all schools, press **Command J** or **J** on your keyboard.

Perform Physical Inventory

1. Make sure you are logged into the correct school account.
2. At the splash screen, click **Scan Item**.
3. Type the asset tag or serial number of an item you are inventorying. If you have a barcode scanner, you can also scan directly into the corresponding field.
4. Tap the **Find** button.
5. Tap the **Mark As Scanned** button.
6. Press **Command F** or **F** on your keyboard and repeat steps **3** through **5** for each additional item you want to verify.

Edit An Inventory Item

1. Make sure you are logged into the correct school account.
2. Find the item you want to update.
3. Change the item as needed.
4. When you are done, make sure to click outside of the last field you edited, otherwise the changes may not be saved.