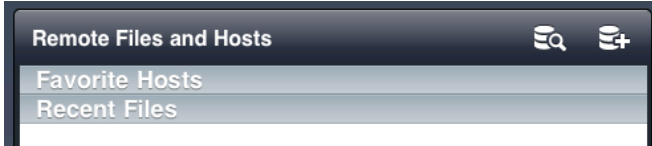




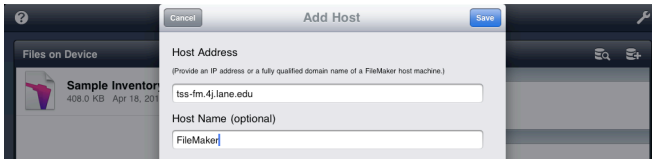
FileMaker Go Inventory for TSS Staff

Setup: Add Server to Favorites

1. Open **FileMaker Go**.
2. In the top right corner of the screen, tap the **+** button.



3. Enter the address **tss-fm.4j.lane.edu**
4. Enter anything you want for the name, ie. **FileMaker Server**.



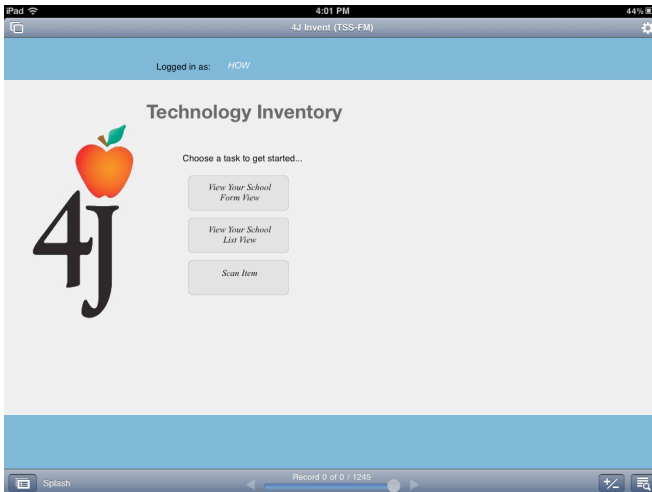
5. Tap the **Save** button.
6. Tap the name of the server in the list.
7. Tap on the database called **4J Invent**.



8. Enter a username and password, then tap the **Go** button.
9. In the future you will be able to connect by simply tapping on **4J Invent** under the **Recent Files** list.

Viewing Database Information

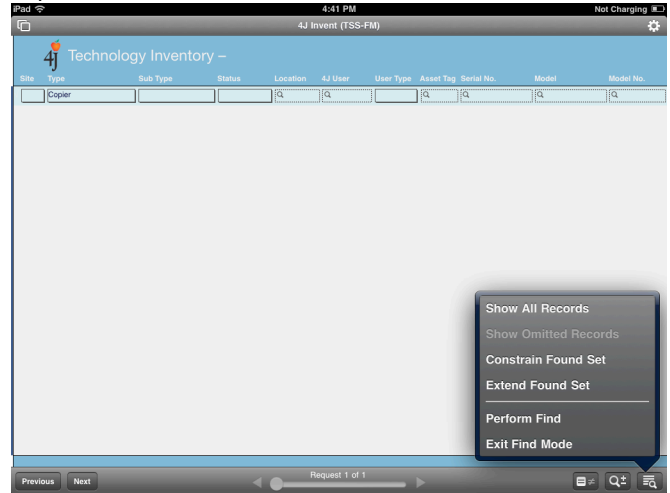
1. Connect to the server by tapping on **4J Invent** under the **Recent Files** list.



2. Click the **View Your School - List View** button. You should be presented with a list of all items in your building.
3. To search for specific items, tap the search button in the lower right corner of the screen.
4. Tap **Enter Find Mode**.
5. Enter the criteria you want to search for.
6. Tap the find button again.



7. Tap Perform Find.



8. When finished, tap the search button one more time and select **Exit Find Mode**.

Perform Physical Inventory

1. Make sure you are logged into the correct school account.
2. At the splash screen, tap **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. Tap the search button in the lower right corner of the screen.
7. Tap **Enter Find Mode** and confirm if it asks whether you want to clear your search.
8. Repeat steps 3 through 7 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.