

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.



New Database... New From Starter Solution. Open...

Open Recen

Sharing

File Options... Change Password

Export Records... Save/Send Records As

Save a Copy As. Recover...

Page Setup.. Print... 0 80 0 80

321

FileMaker (tss-fm.4i,lane.edu)

Manage Favorites...

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.

000	4J Invent (TSS-FM)	
Records	/ 442 und (Unsorted) International Content of the second Find Sort	
Layout: Splash 💌 🛛 Vi	ew As: 🔲 📃 🔳 📔 Preview	A Edit Layout
	Technology Inventory	
	Choose a task to get started	
	-	
	View Your School Form View	
	View Your School List View	
	LASI FIEW	
	Scan Item	
-		

- 2. Click the View Your School List View button. You should be presented with a list of all items in your building.
- 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 Technology Inventory								
Site	Туре	Sub Type	Location	4J User	User Type	Asset Tag Serial No.	Model	
	Mobile Device	iPad	Q.	Q		Q 123456	Q,	

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.

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.