

OPEN 24 HOURS

Paperwork Solutions

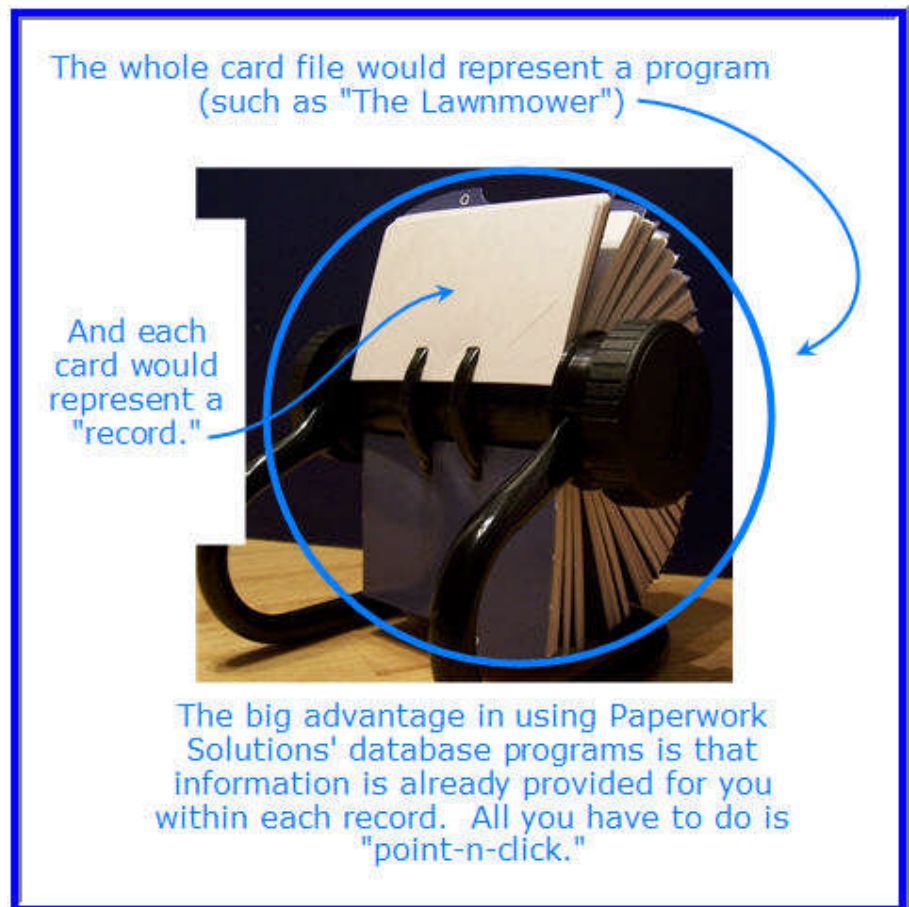
Free Online Tutorials

Lesson I: Basic Database Terminology

What is a "Database?" A database is a computer software application that more effectively creates, organizes, and manages data, or information. The *FileMaker* family of database applications provides an intuitive, user-friendly design interface that makes managing information very simple. Throughout the *Paperwork Solutions'* web site and literature, the standard card file has been shown. The card file symbolizes the goal of *Paperwork Solutions* – to provide K-12 educators with a simple and effective way of creating, managing and organizing their information. In addition, the standard card file may be used as an analogy for a database (See insert below):

Think of the *FileMaker Pro* database application and *Paperwork Solutions'* program templates as an "electronic card file."

Unlike other applications, the *Paperwork Solutions* programs that are designed using the powerful *FileMaker Pro 8.5* application are 100% customizable and allow users to easily arrange record layouts and information in a multitude of ways. The company's templates, or "program shells," provide an easy start for this customization.



Before the editing phase of your database templates (discussed later in the tutorials), familiarize yourself with some terms common within a database record. What is within a record? A record mainly consists of: 1) field titles, 2) field entries (or field boxes), 3) text, and 4) clip art. Below are examples of the different parts of a database record:

FileMaker Pro - [The Lawnmower by Paperwork Solutions]

File Edit View Insert Format Records Scripts Window Help

Browse

Layout: Layout #

Record: 25
Total: 25

Record #25 of 25

Clip art (points to scales icon)

Text (points to title: Mr. Mason's Discipline/Behavior Report, Ocean Springs Elementary School)

Text, field titles, and clip art remain the same on every record...

Field entries (points to dropdown menu: Sample, Joe; Redditt, Lorry; Rhea, Sandra; Rizutto, Britton; Robbins, Charles; Rushing, Mark; Ryals, Francis; Ryland, Earl; Sample, Joe; Schaffer, RJ; Schneider, Becky)

Field titles (points to labels: Student, Location, Period, Description, Consequences, Other notes from educator)

...while data in field entries may be unique

text (points to paragraph: Please read: A copy of this incident will be kept on record for the entire year. Parents/guardians please sign this copy stating that you are aware of your child's inappropriate conduct/behavior at school. This signed form must be returned to the referring teacher on the next school day. A parent or guardian must accompany their signature with a phone number. If this notice is not returned with a parent signature, an additional discipline / behavior notice will be issued to the student for failure to comply with the teacher's request for a parent or guardian to be informed of this notification. Thank you for your cooperation with this very important matter.)

Please view and listen to the "mini-clip" that describes these terms and their functions in an avi format.



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