FILEMAKER PRO OVERVIEW

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

ABOUT FILEMAKER PRO:

WHAT IS FILEMAKER PRO?

» Cross-platform relational database application

» Integrates a database engine with:

- Graphical user interface (GUI)
- Security features
- Capability to modify database by dragging new elements into layouts, screens, or forms

WHY FILEMAKER PRO?

» Create your own database with no programming experience

» Import existing data, such as CSV, Tab, XML, ODBC, and Microsoft Excel files

» Customize with ease by designing layouts to look and function the way you want

» Create easy to use reporting and charting tools, and executive dashboards with a few clicks

HOW TO ACCESS FILEMAKER PRO?

» Custom installation and setup by a professional UTHSC ITS Technician is required

» UTHSC's volume licensing agreement with FileMaker Pro's vendor requires the application to only be installed on UTHSC-owned computers

NEW TO FILEMAKER PRO?

» Plan out your database – purpose, results, and outcomes

» Have the software installed on your computer

» Attend basic overview FileMaker Pro training session or request one-on-one session

» Design your database

» Final database design will be transferred to the UTHSC FileMaker Pro Server for security & backup

FILEMAKER PRO TRAINING?

The Information Technology Service department offers face-to-face group session, one-on-one sessions and self-paced online training options.

Contact your FileMaker Pro support team at 901.448.5902 or email **appsupport@uthsc.edu** to request and schedule training.

SPREADSHEET VS FILEMAKER PRO DATABASE?

Excel Spreadsheet:

- Track and/or review data
- Relatively small number of data fields that are easy to browse, edit and sort
- Data is mainly used by one person at a time
- Excel's data auto-formatting feature is helpful
- Easily integrate data or document with other Microsoft Office software, e.g. inserting tables into Word or Outlook
- Ability to email copies of the document to others
- You handle your own backups

FileMaker Pro Database:

- Analyze and/or manage data
- Numerous or large data fields which could continue to grow
- Data is used by one or more people who need to access, edit, or use the data at the same time
- Excel's data auto-formatting feature could potentially compromise data
- Ability to email reports to others
- You want ITS to handle your backups*

WHEN A SPREADSHEET OR FILEMAKER PRO DATABASE IS NOT A SOLUTION?

Sometimes you need an expert. If your data-management needs are more complicated than what you are able to develop or maintain on your own (e.g. lots of data, need for a web interface, lack of experience, etc.), then please contact the ITS Project Management Office ITS by completing an online [Project Request Form]. This solution will take more time than going the DIY route, but you'll be guaranteed a solution that is tailored to your needs and expertly maintained and supported throughout its lifecycle.

Contact ITS if:

- Data is sensitive or contains HIPAA, FERPA, PHI, or PII
- Data is required from another application, such as Banner or IRIS
- Data should be sent to another application, such as Banner or IRIS
- Database is complex or requires extensive reporting
- Data needs to be viewed or shared by someone outside your department or by more than 15 individuals
- You want a web front-end for data entry or reporting
- You are looking for a long-term, supported solution

ABOUT FILEMAKER PRO SERVER:

WHY MOVE TO FILEMAKER PRO?

» Central location is physically secured

» Backup

» Data security

» Automatic upgrades performed by ITS

HOW TO MIGRATE FILEMAKER PRO SERVER?

» Contact FileMaker Pro Server Admin by contacting Helpdesk.

CONTACT US:

FILEMAKER PRO TRAINING AND SUPPORT

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901.448.5902 | appsupport@uthsc.edu

Search uthsc.edu for FileMaker Pro

CUSTOMER TECHNOLOGY SUPPORT

HelpDesk

901.448.2222 | helpdesk@uthsc.edu

* This requires your database to be stored on the FileMaker Pro Server maintained by ITS