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
Tonya Brown
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