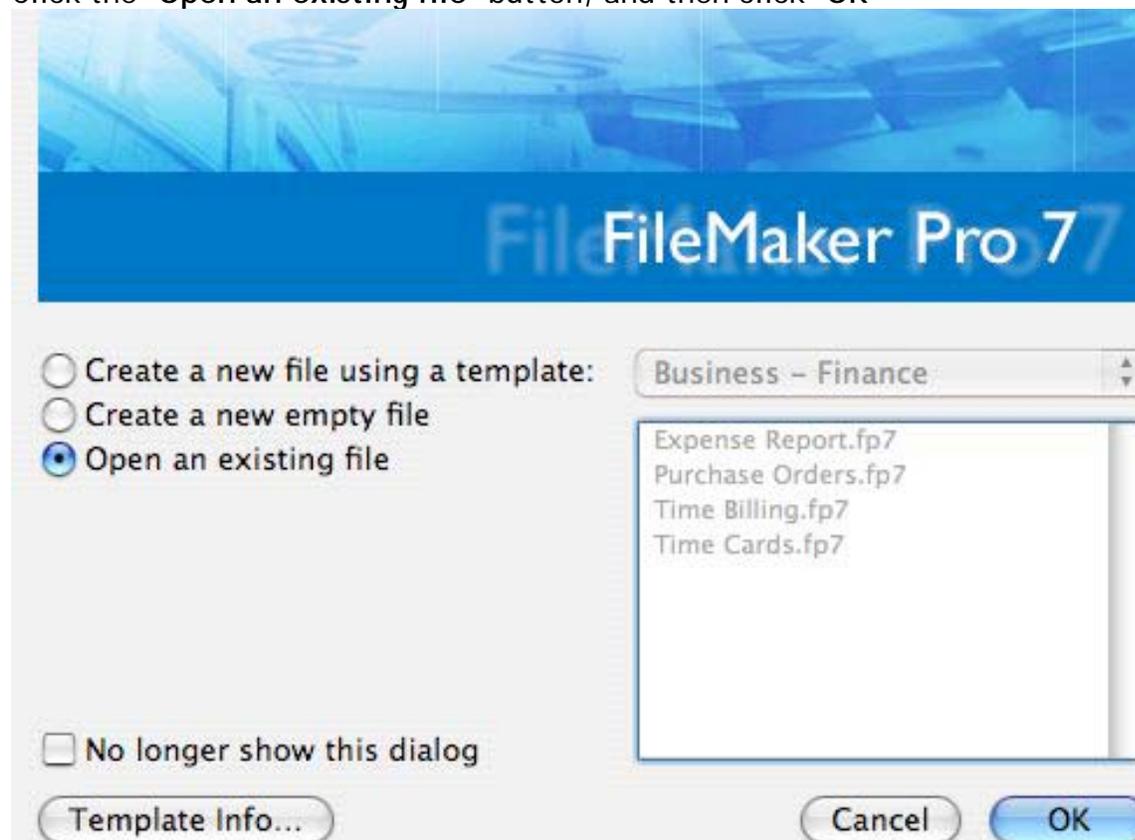# CHS Progress Reports: Data Entry Tutorial
2005-2006 Edition

Progress reports are available on the network within school and from home**.
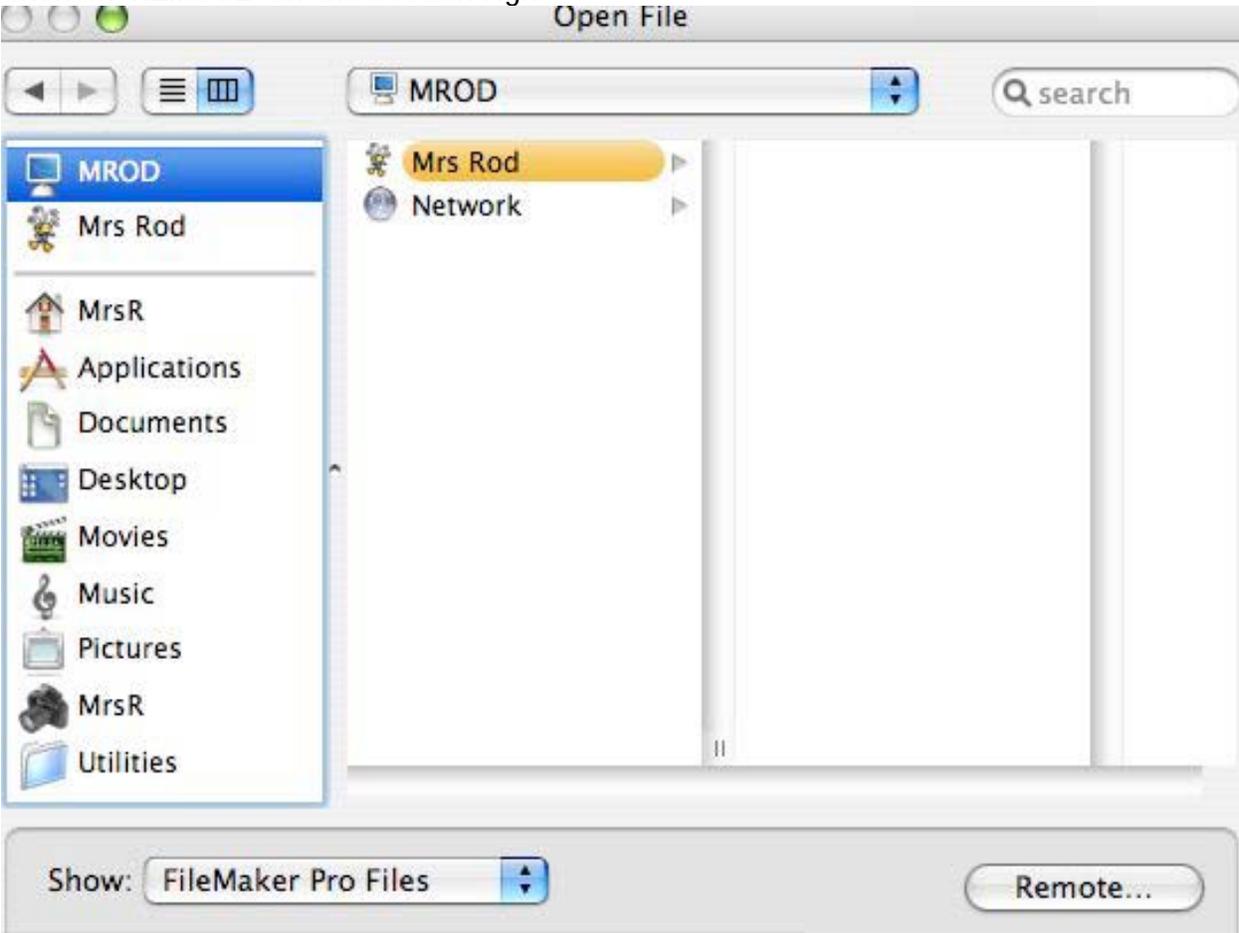Please read the detailed instructions found below.

**You should only access the database from home with a broadband connection
(cable or DSL). Modem users should enter their progress reports from school.

Application: FileMaker Pro 7.0v3 or higher only. Check with MCVSD tech support
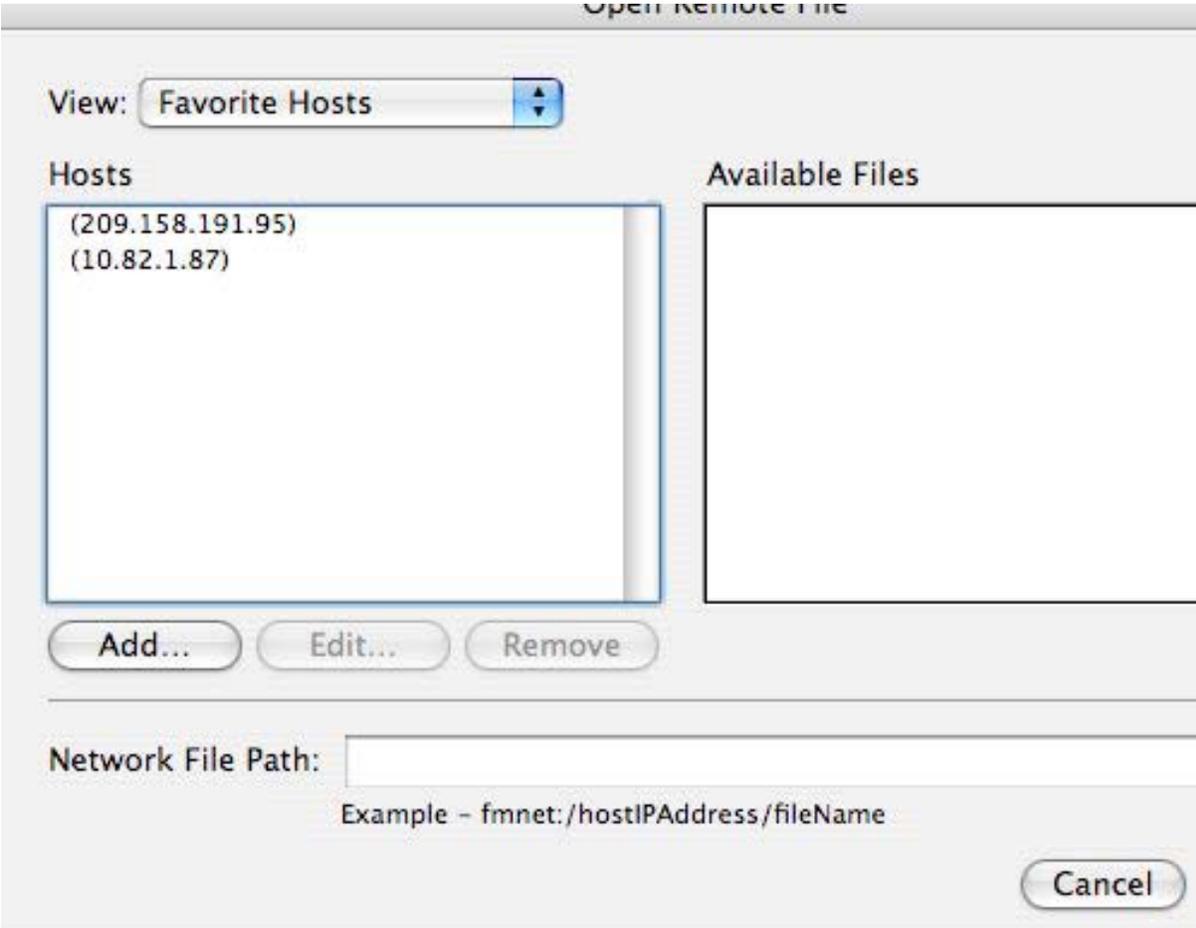if you need assistance updating your FileMaker application to 7.0v3.

Click the 'Open an existing file' button, and then click 'OK'

Click on **'REMOTE'** on the bottom right

Click on **'ADD'**

Open Remote File

View: Favorite Hosts

Hosts

(209.158.191.95)
(10.82.1.87)

Add...   Edit...   Remove

Available Files

Network File Path:

Example – fmnet:/hostIPAddress/fileName

Cancel

Type in the "hosts Internet address" of **10.82.1.87** if you are accessing from school. Type in the number **209.158.191.95** if you are accessing the database from home. Click '**SAVE**'.

Edit Favorite Host

Favorite Settings

Host's Internet Address: `10.82.1.87`

(Example – host.domain.com or 192.168.10.0)

Favorite Host's Name: `_____`

(optional)

File Settings

⦿ Show all available files for this host
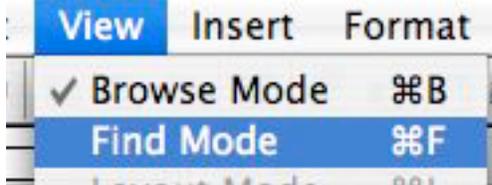
◯ Show only these files

Enter one file name per line, separated by a carriage return

(Cancel) (Save)

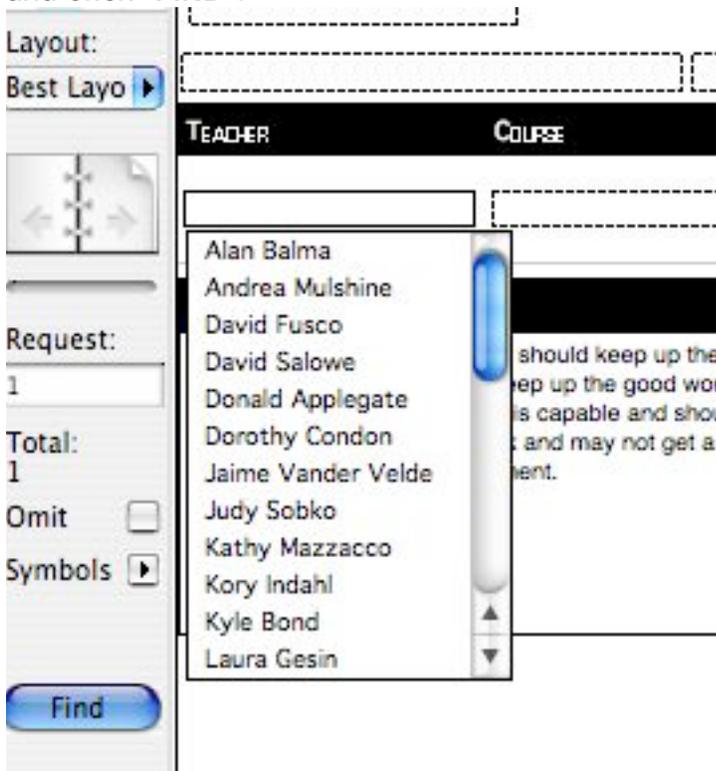Select the current progress note file, click '**OPEN**'

ID = **(Distributed to staff offline)**
PASSWORD = **(Distributed to staff offline)**

To locate YOUR students, click '**View**'….'**Find Mode**',

then choose your name from the scroll box, then your class from the other scroll box, and click '**FIND**'.

To enter more than one comment in a field. <u>enter each with a comma, no space</u>
For Comments, you can<u> type up to 3 lines only</u>, after that the text will NOT APPEAR on the notes.

There's no need to save the file, once your done you can just exit the program.