

AIS HOW-TO GUIDE

Open / close AIS files

January 20, 2003

Overview

Opening AIS.FP5 automatically opens all required files. Files can be closed individually, as a group by module or all AIS files can be closed simultaneously.

Open AIS

1. Open FileMaker Pro. Select "Hosts"; select host "db-server.archives.sfu.ca"; from list, select "AIS.FP5" and click "Open".



2. Enter password and click "OK". All AIS files will open.

File "AIS.FP5"					
Password: •••••					
	Cancel OK)			

Close AIS files

1. To close an **individual file only**: click the close circle in the upper left hand corner.

000		Fonds.FP5			
Descriptio	FONDS - TITLE / SUM	MARY INFORMATION	SFU ARCHIVES INFORMATION SYSTEM		
<u> </u>	DESCRIPTION	RAD NOTES HOLDINGS RELATED DA	TA FINDING AID RECORD ADMIN LIST		
Records: 168	Navigate AIS	TITLE / ADMIN HIST / CUSTODIAL SUMMARY BIO SKETCH HISTORY	→ <u>SCOPE &</u> → <u>OFFICERS</u> → <u>ACCESS</u> QUIT		
Found: 1 Unsorted	Choose AIS module (current highlighted)	Fonds number F-4			
	Description	Fonds title The Department of Archaeo	logy fonds EDIT		
	GO	Type of holding Fonds			

2. To close a **group of files**, click the "Quit" button in the *sub-tab navigation bar*.

000		URCLocation.FPS	Fonds.FP5			
Descriptio	FONDS - TITLE / SUMMARY INFORMATION		SFU ARCHIVES INFORMATION SYSTEM			
<u>2 2 2</u>	DESCRIPTION	RAD NOTES HOLDI	INGS RELATED DATA	FINDING AID	RECORD ADMIN	LIST
1 Records: 168	Navigate AIS	TITLE / ADMIN HIST SUMMARY BIO SKETCH	CUSTODIAL S			(QUIT
ound:	Choose AIS module (current highlighted)	Fonds number F-4	_			\square
Jisorteu	Description Fonds title The Department of Archaeology fonds					EDIT
	GO	Type of holding Fond	ds			

3. In the message box that appears, choose the appropriate selection.



"Module" will close only the core files belonging to the current module (e.g. if you are in the Description module, this will close Fonds.FP5, Series.FP5, File.FP5, and Item.FP5).

"AIS" will close all AIS files.

"Cancel" will return you to your original screen.