



AIS HOW-TO GUIDE

January 20, 2003

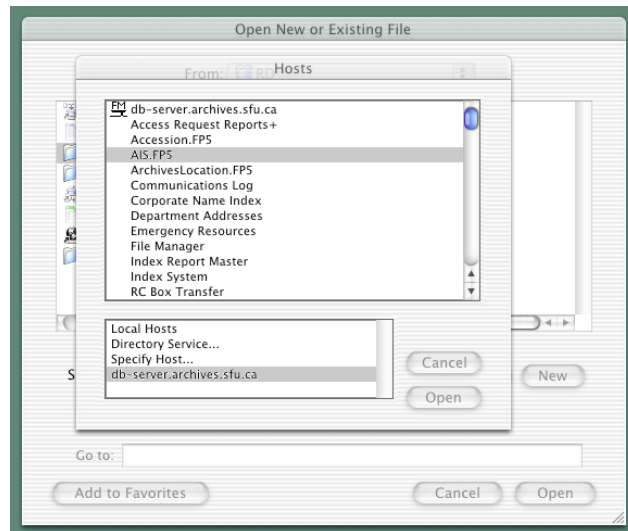
Open / close AIS files

Overview

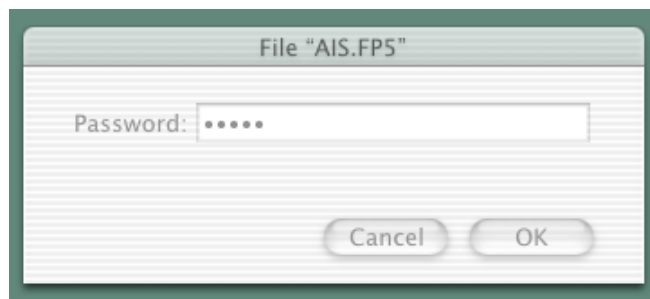
Opening AIS.FP5 automatically opens all required files. Files can be closed individually, as a group by module or all AIS files can be closed simultaneously.

Open AIS

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

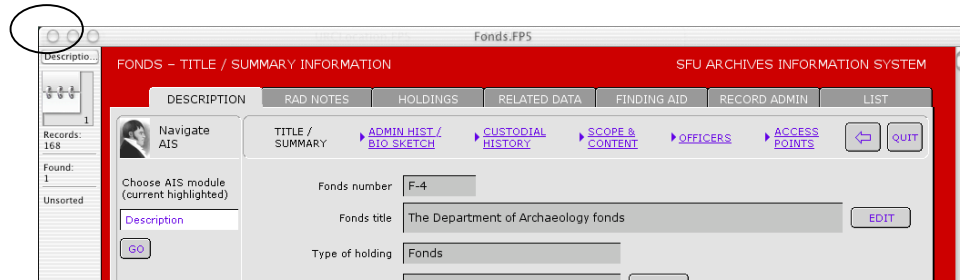


2. Enter password and click "OK". All AIS files will open.

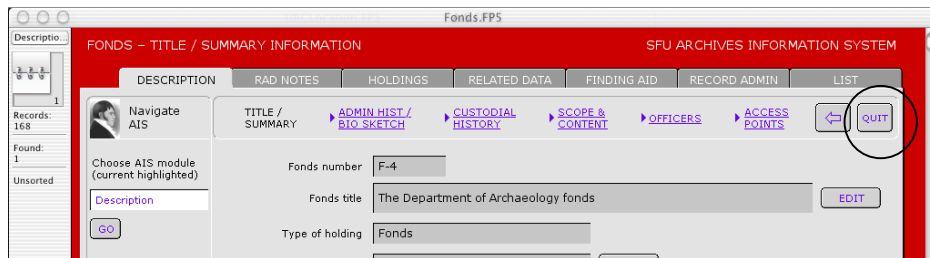


Close AIS files

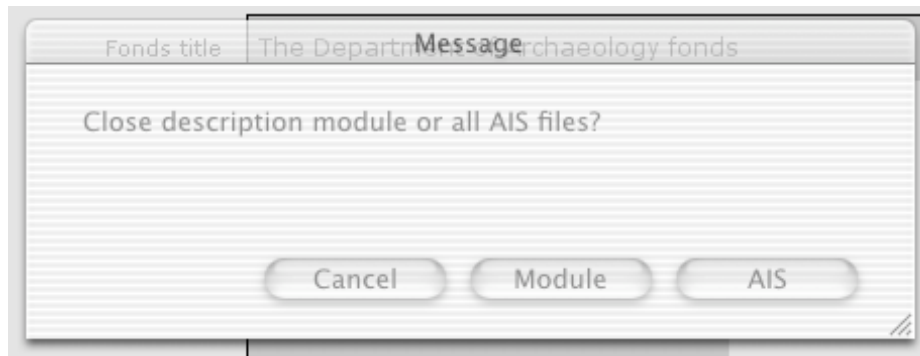
1. To close an **individual file only**: click the close circle in the upper left hand corner.



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



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.