Public-Private Dialogue

The PPD Reform Tracking Tool

2 - Browsing information

You view, enter, or change data in Browse mode. This is the simplest way to interact with your database. In particular through this mode you will:

- open a database with data already in it
- move between records
- view information in different ways by switching layouts
- see the difference between *form view*, *list view*, and *table view*
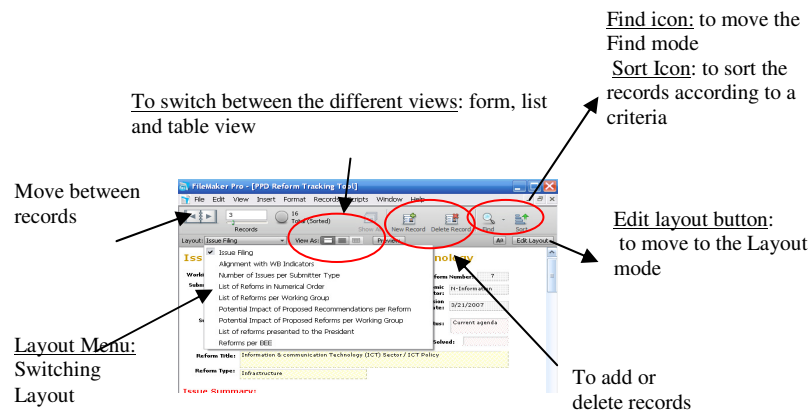
Open a database and move between records

To open the database:

1. Open Issue the PPD Reform Tracking Tool

2. Notice that the database is in Browse mode. FileMaker Pro defaults to Browse mode when a database is opened.

In the status tool bar, notice that a specific record is displayed.

3. In the status toolbar, click the right page of the icon to move forward one record at a time, and click the left page to move back one record at a time.

4. Drag the slider to the right and release to move forward a number of records at one time. Drag the slider to the left and release to move backwards a number of records.

You can also click the current record number, type the record number you want, then press Enter

Tip The Records menu also provides commands to move between records. Choose Records menu > Go to Record and choose either Next, Previous, or Specify.

View information in different ways:

Even though you enter information only once in FileMaker Pro, you can use that information in many ways. The different layouts let you view some or all of your fields.
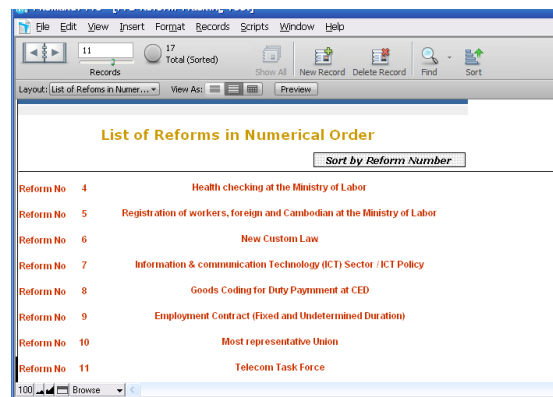
See a different layout

1. Click the Layout pop-up menu. A list appears showing the layouts available in this file.

2. Notice the check mark next to the Issue Filing layout, your current layout. The Issue Filing layout shows all of the fields in the table

**3.** Choose the List of reforms in numerical order in the Layout pop-up menu.

The report is based on the Issue Filing layout but only retains the reform number and title. However, no data has been removed from the database.

View your layouts as forms, lists, and tables. You can view your layouts in three different ways: as a form, as a list, and as a table.

- Form view displays your current layout one record at a time.

- List view shows your current layout as a list, with one record appearing beneath another.

- Table view shows you many records at one time in a grid.

Layouts can be toggled between form view, list view, and table view while the database is in Browse mode, by going to the View Menu> View as Form or View as List or View as Table. Or by clicking on the view icons :
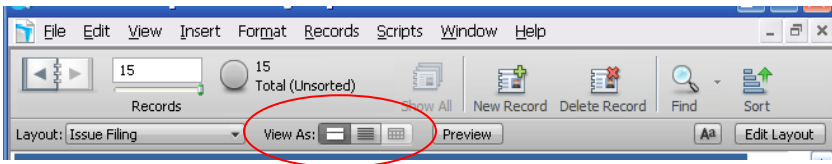
Not all the views are available for all the existing layouts that you see. You can manage the options by going to File > Manage>Layouts. Click on layout set up and check the view that you want for a specific layout in the View table.