

HOW TO CONNECT TO THE FILEMAKER 15 SERVER

Here are instructions for connecting to the Filemaker 15 Server in College of Ag Sciences. Administrative Services maintains two Filemaker 15 servers:

Host Internet Address
<i>cas-admfm-03.ag.psu.edu</i>
<i>cas-admfm-04.ag.psu.edu</i>

You may need to connect to one or both of these servers depending on which databases you want to access.

1. Start Filemaker 15 from your desktop or Start menu.

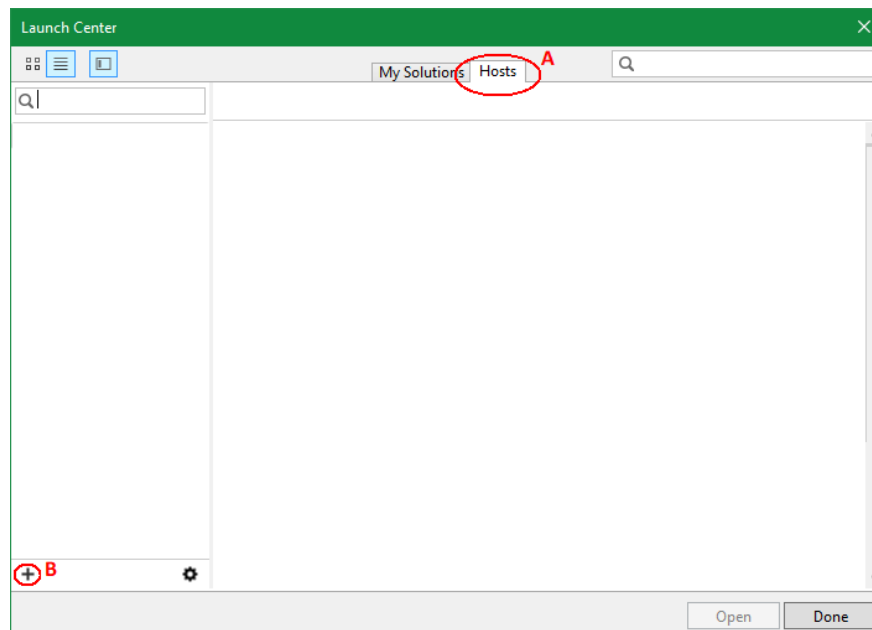
a. The Filemaker 15 application icon looks like a plain bluish purple folder:



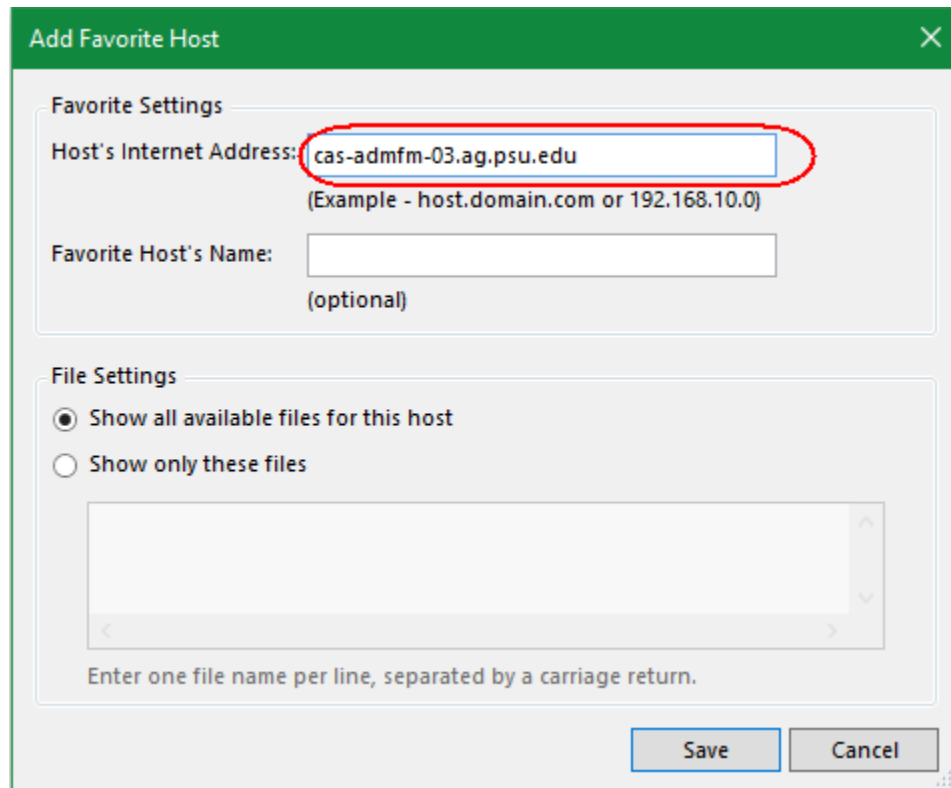
Filemaker 15 icon

b. If the Filemaker 15 icon does not appear in your applications list, please contact us (Albert Nakpil or Craig Story).

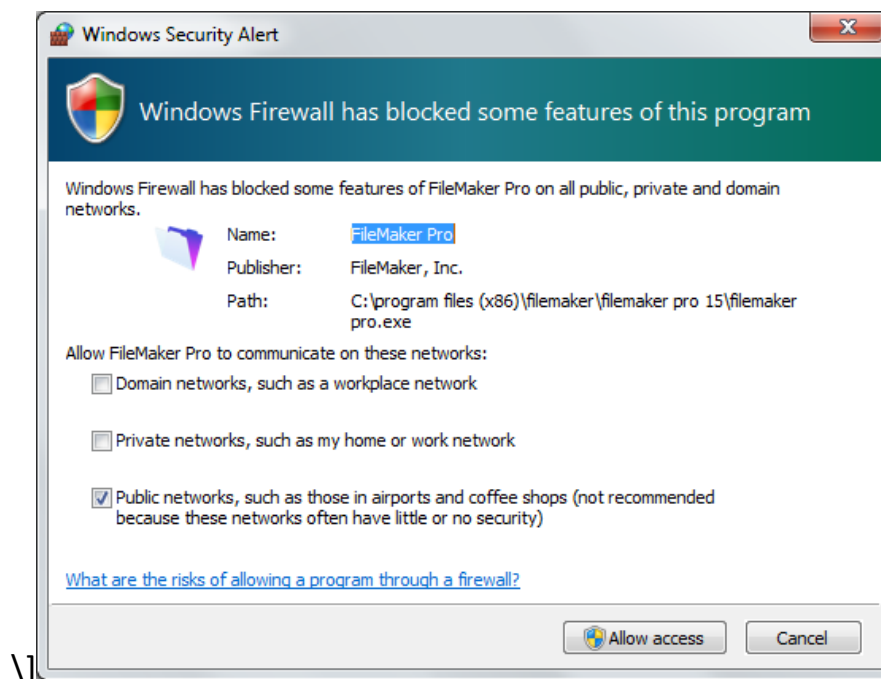
2. In the Launch Center window, click on the **Hosts** tab and click the “+” in the lower left corner.



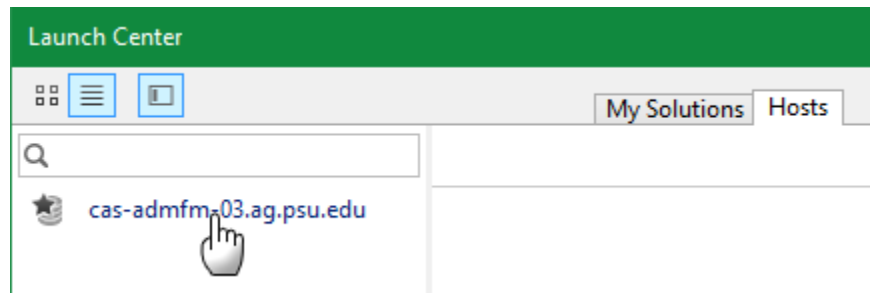
In the Host's Internet Address of the **Add Favorite Host** window, type: ***cas-admfm-03.ag.psu.edu*** or ***cas-admfm-04.ag.psu.edu***
Then click the **Save** button.



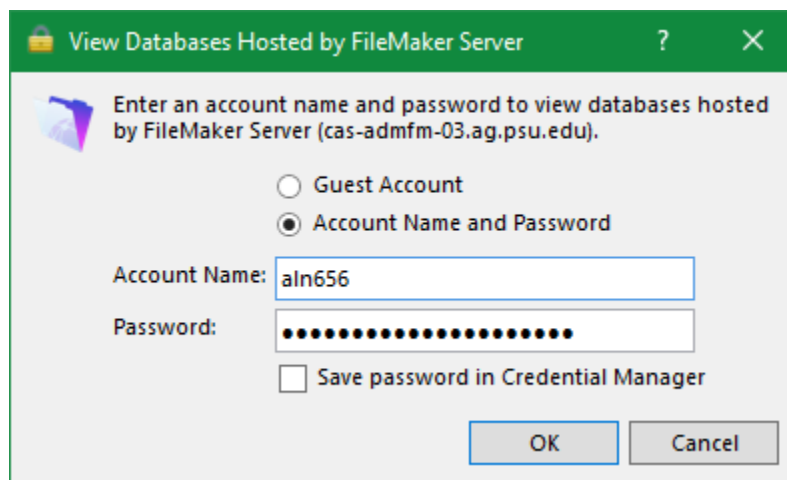
If a Windows Security Alert dialog box appears, click **Cancel**.



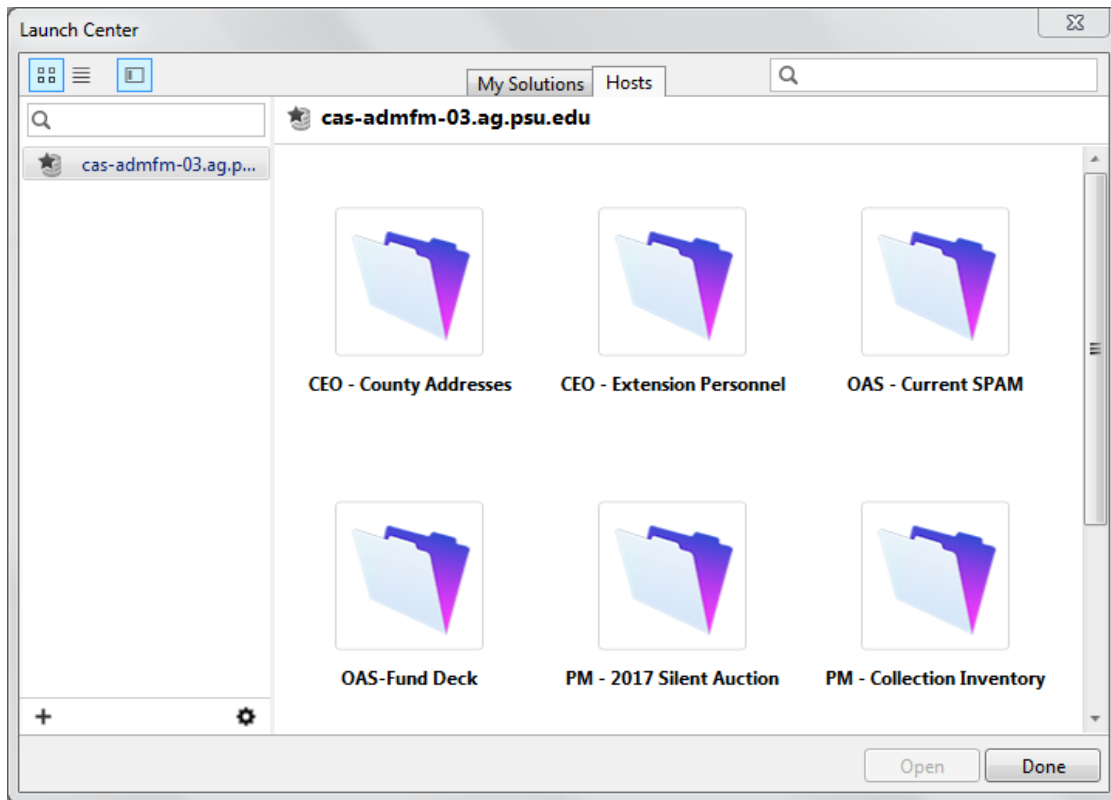
Click on internet address in the left column. In our example, we would click on ***“cas-admfm-03.ag.psu.edu”***.



You may be prompted for your username and password to view the databases on the server.

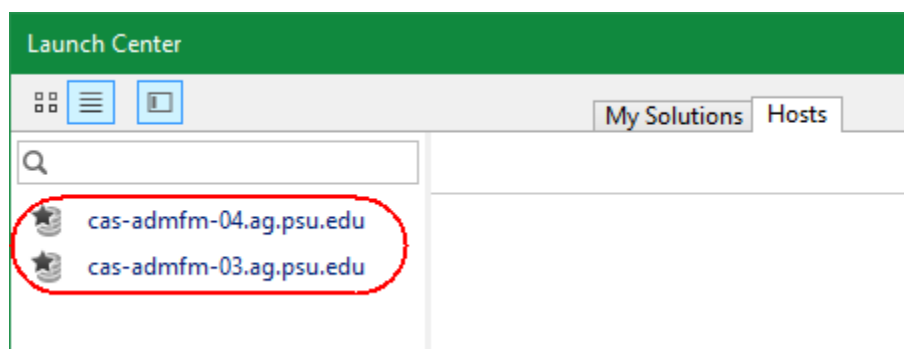


Databases you have permission to access should appear in the right column. Click on a database you want to access. You may be asked for your username and password a second time.

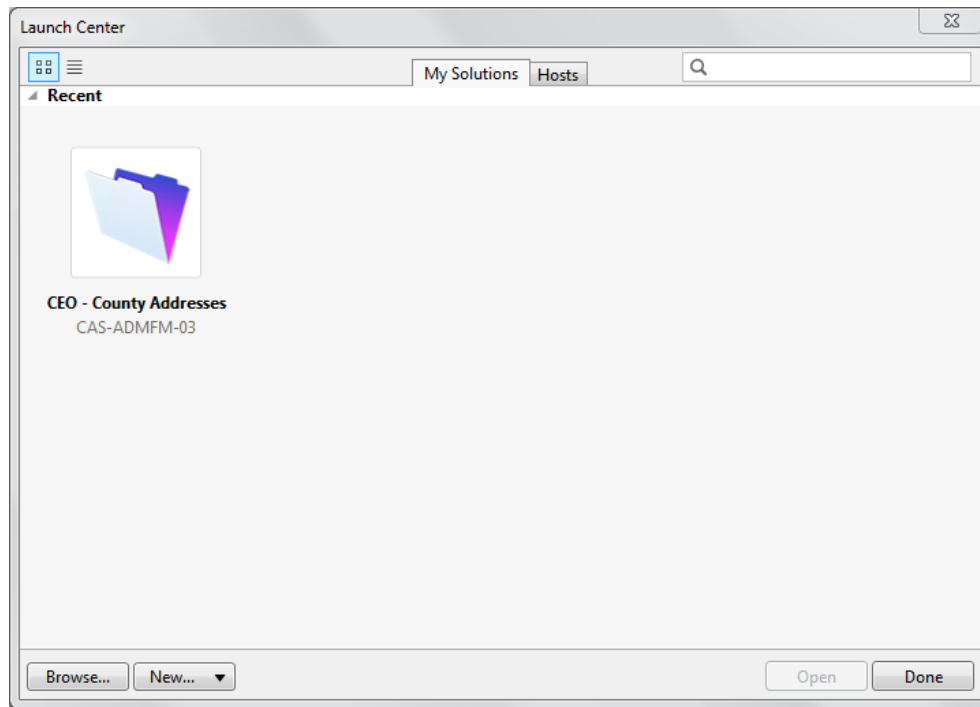


If you need to connect to the second Filemaker server, click on the “+” in the lower left of the Hosts tab. Enter the Internet Address for the other Filemaker 15 Server for the “Host’s Internet Address” (*cas-admfm-03.ag.psu.edu* or *cas-admfm-04.ag.psu.edu*). Then click the Save button.

When you are done, you will have two addresses listed in the left column:



When you open a database, it will be added to your “My Solutions” tab as a Recent database. Clicking on the databases in “My Solutions” can make it faster to open a database.



Please contact Albert Nakpil (aln@psu.edu) or Craig Story (crs3@psu.edu) if you need additional help connecting to the Filemaker 15 Servers.

aln 11/19/2018