

## Connecting to Filemaker Servers Using Filemaker 17 (5/4/2020)

Here are some instructions for connecting to the Filemaker servers in College of Ag Sciences using Filemaker Pro 17 Advanced on a Windows computer. These instructions assume that:

- You have the Filemaker Pro 17 Advanced application installed on your local computer.
- You have permission to access one or more databases on a Filemaker server.

Administrative Services maintains one Filemaker 18 server with the host internet address:  
**a8-as-fm-1.ad.psu.edu**

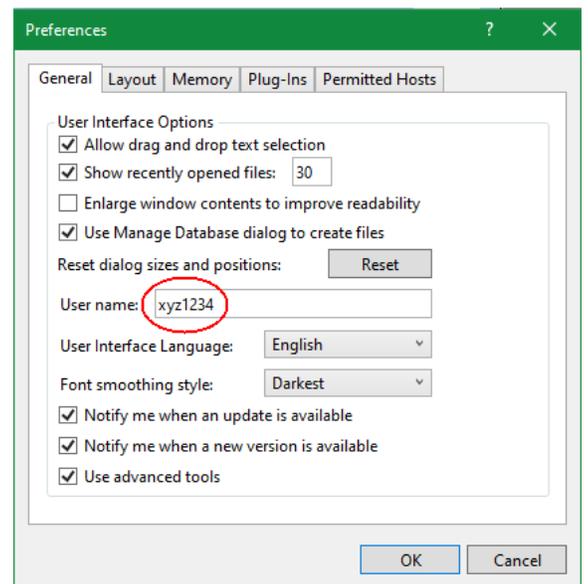
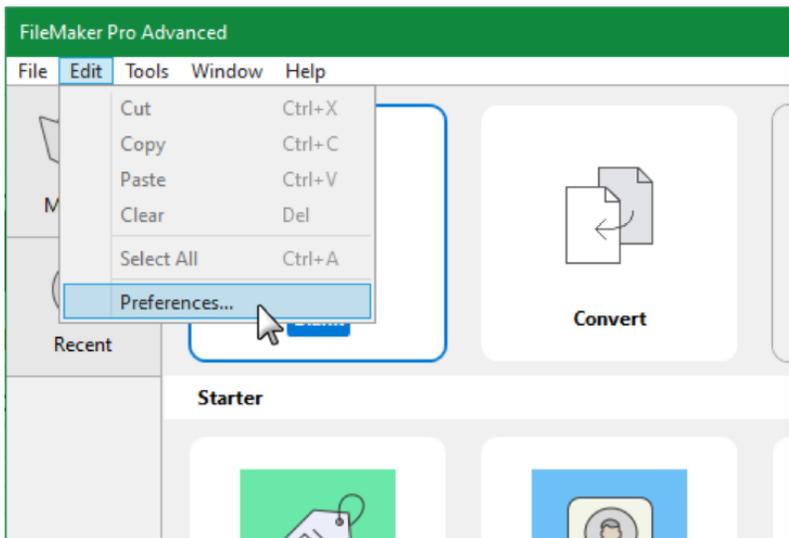
Administrative Services maintains two Filemaker 15 servers with the host internet addresses:  
**cas-admfm-03.ag.psu.edu** and **cas-admfm-04.ag.psu.edu**. (We are planning to move the databases on these two Filemaker 15 servers to the Filemaker 18 server by July 2020.)

1. Start Filemaker Pro 17 Advanced from your desktop or Start menu.

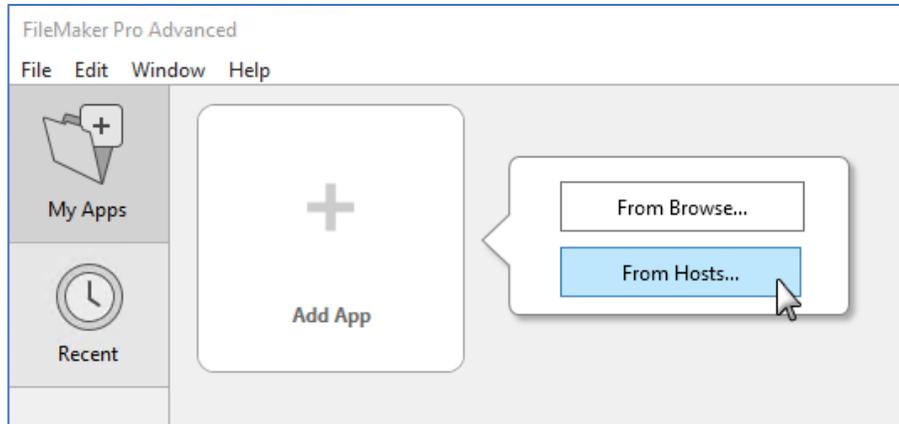
- The Filemaker Pro 17 Advanced application icon looks like a blue folder (with a hammer and screwdriver on it).
- If the Filemaker Pro 17 Advanced icon does not appear in your applications list, please contact us (Albert Nakpil or Craig Story).



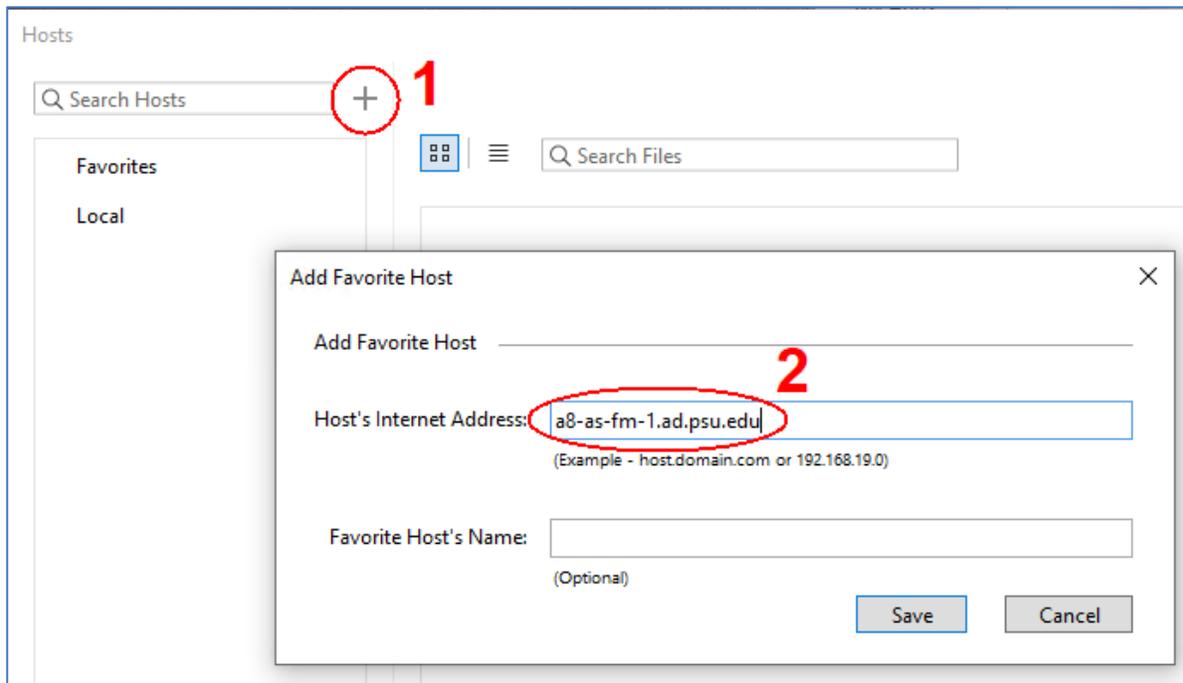
2. Click "Edit" in the menu bar then select "Preferences...". In the Preferences window, enter your PSU UserID (such as xyz1234) then click OK.



3. In the Filemaker Pro Advanced window, click "My Apps" then "Add App" and select "From Hosts...". The "My Apps" is designed to contain your list of favorite or frequently-used databases.

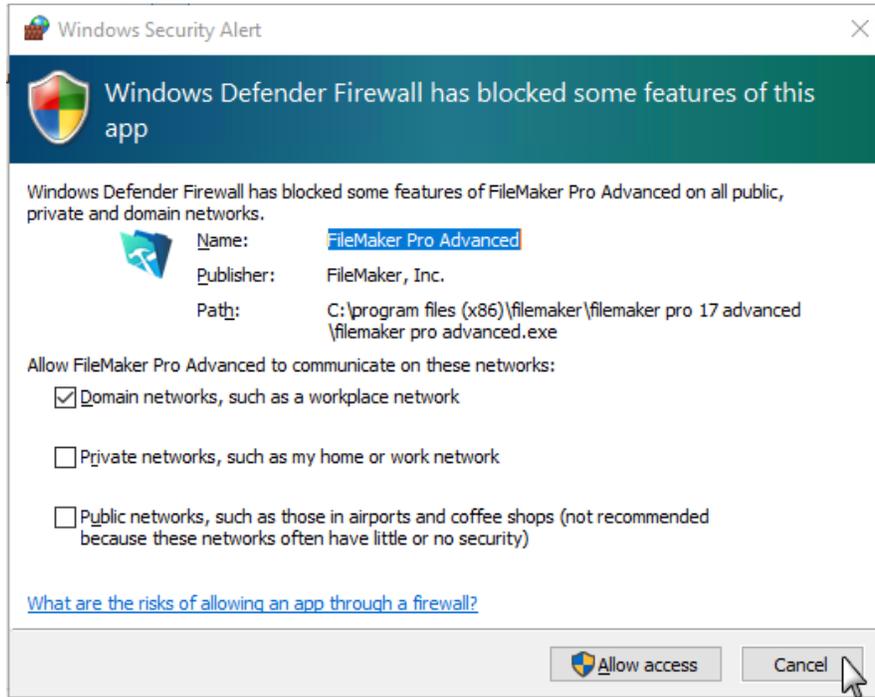


4. In the Hosts window, click on the "+" symbol to add a favorite host.

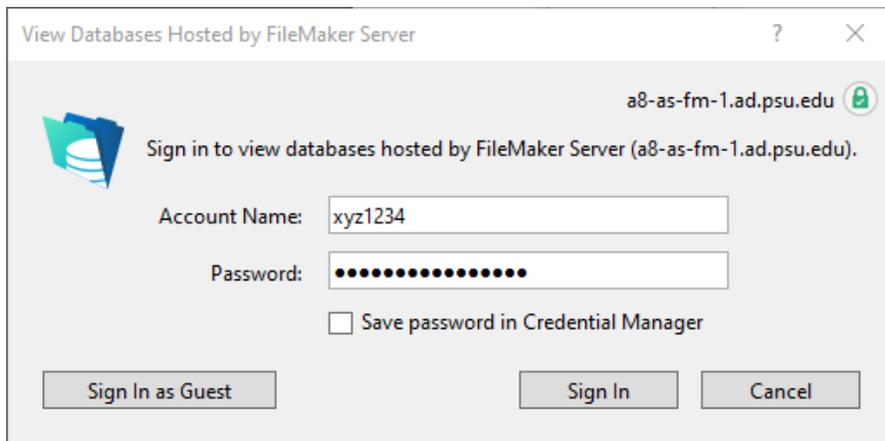


5. In the Host's Internet Address of the Add Favorite Host window, type: **a8-as-fm-1.ad.psu.edu** (or one of the other server host addresses mentioned above) then click the Save button.

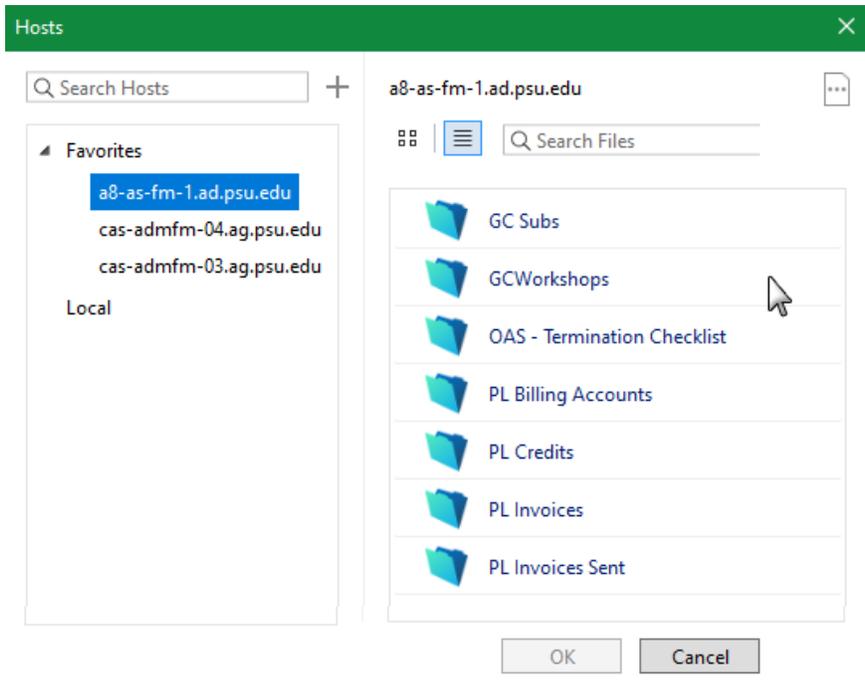
6. If a Windows Security Alert dialog box appears, click Cancel.



7. You will need to enter your password to view the databases on the server.

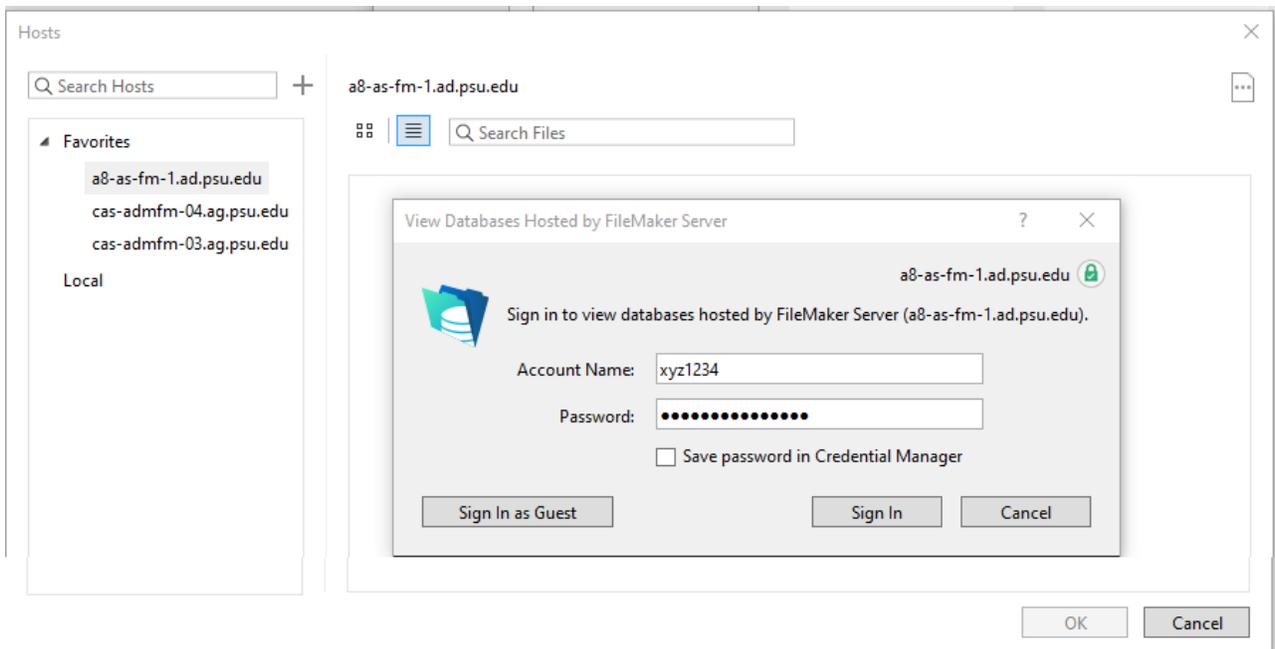


8. Once the list of databases is displayed, select a database to add to your "My Apps" list.

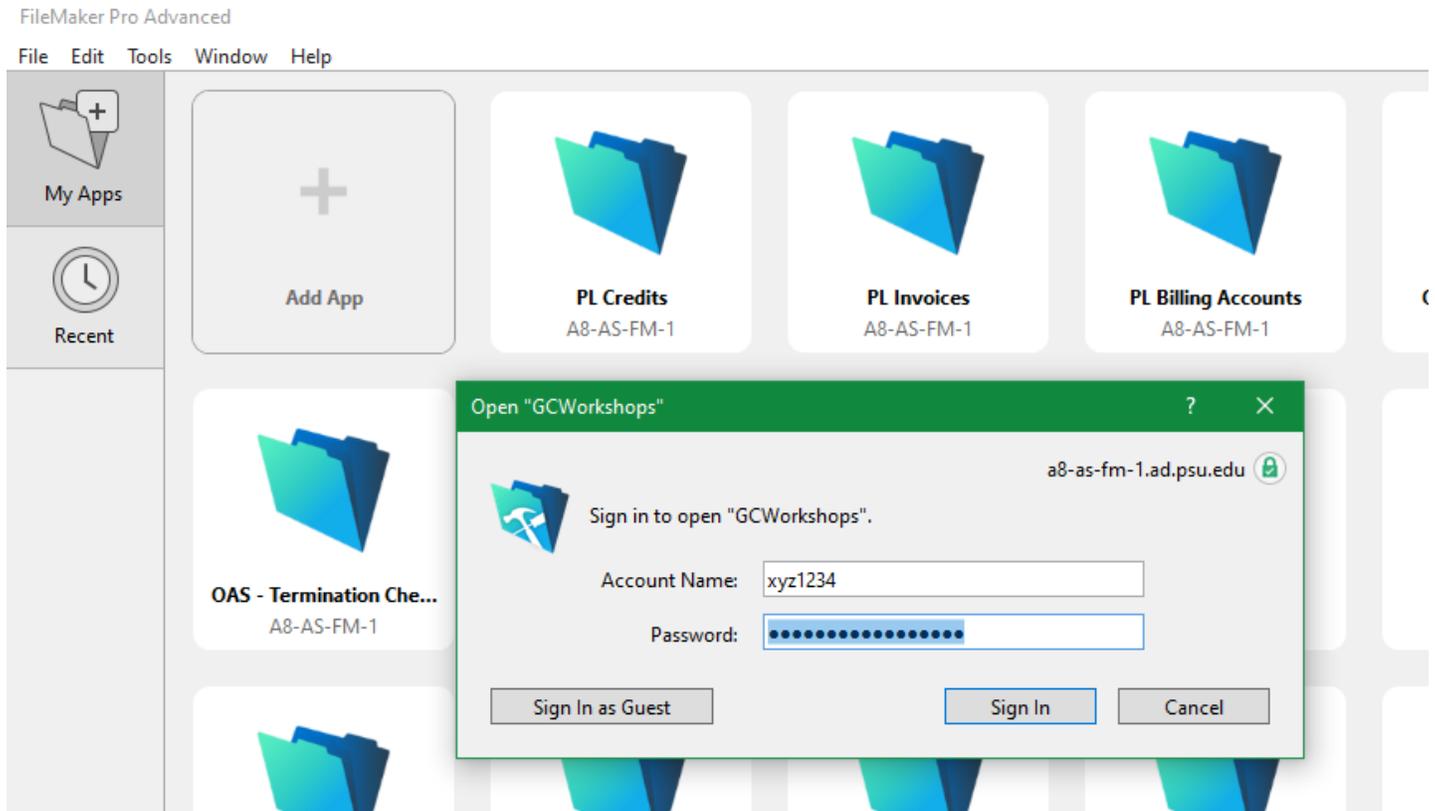


9. The database you selected should now appear in your "My Apps" list.

10. Continue adding other favorite databases to your "My Apps" list by going to My Apps > Add App > From Hosts... then clicking on the server name on the left side. If your database is on another server, you will need to add that server host (step 4). You only need to add a server host once.



11. To open a database, click on "My Apps" and then double-click on a database. You will be asked to enter your password.



You can also open databases by clicking on "Recent" or by going to File on the menu bar then selecting My Apps, Recent, Hosts or Open...

Tips: You can move database tiles around in My Apps to help you organize them. To remove a database in My Apps, just right-click and select Remove.

Here are a few changes to note in Filemaker 17:

1. The Filemaker 18 server is on the EAD (Penn State) domain which means users will login with their Penn State username and password.
2. Filemaker 17 no longer has the "zoom" or magnification buttons in the bottom left corner of the screen. The keyboard equivalent is F3 to zoom in (increase screen size) and shift-F3 to zoom out.
3. Filemaker 17 creates a new (separate) window for each database that you open. This also means closing the last database window will also close Filemaker.

Please contact Albert Nakpil (aln@psu.edu) or Craig Story (crs3@psu.edu) if you need additional help connecting to the Filemaker Servers using Filemaker Pro 17 Advanced.

5/4/2020 aln