



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Denbigh Intro 2016

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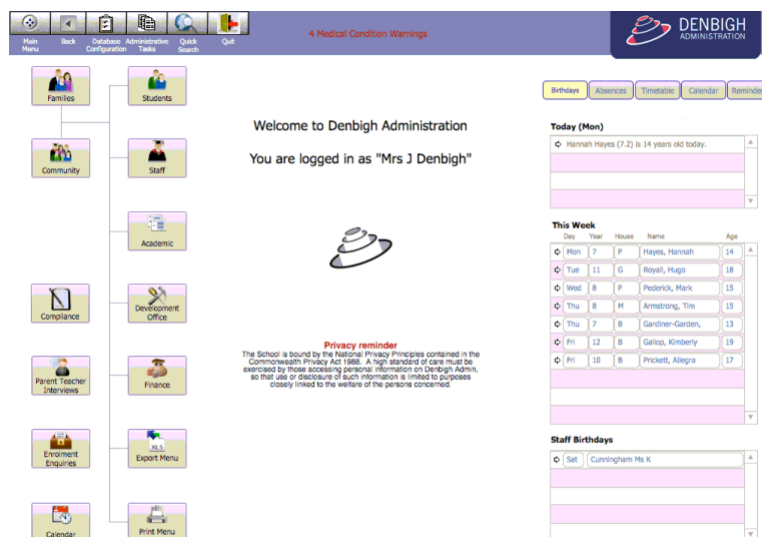
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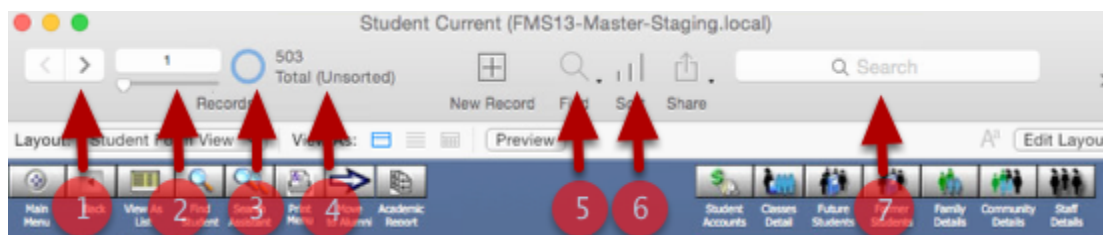
Training Manual

Getting Familiar with the Database



Main Menu

Toolbars



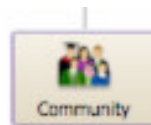
1. Click to scroll record to record
2. Record Number (can enter a number to go to a record)
3. Pie Chart depicts approximately the portion of total records (click to see opposite of find)
4. Records Found out of total number of records (after finished with a find)
5. Find Records in any field
6. Sort Records on any field
7. Quick Find

Buttons and Icons



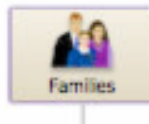
1. Scale size of window
2. Zoom out/in buttons
3. Status Toolbar toggle
4. Mode Menu (Browse, Find, Layout and Preview).

Community File



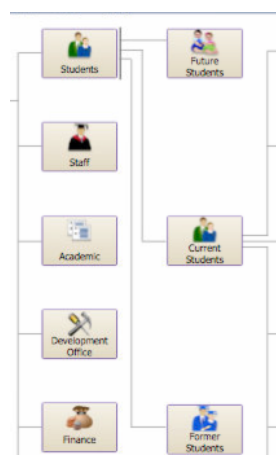
Denbigh is based around a community file, only 1 community record per person. A person may be a member of different files, Staff, Students Current, Former, Further and Parents.

Family File



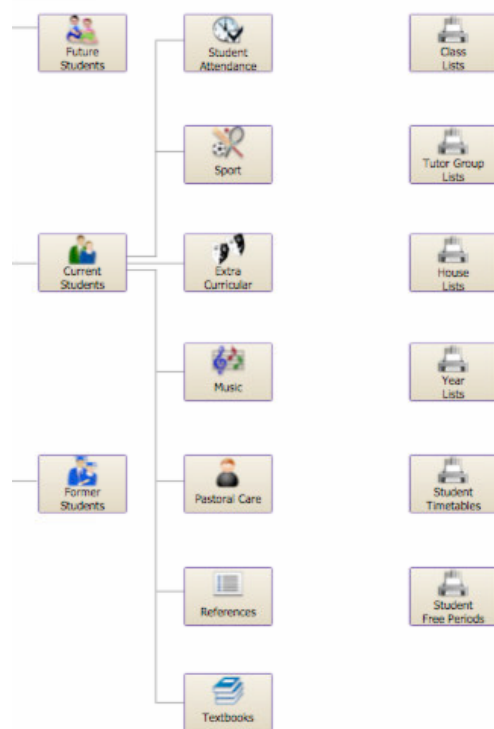
All families are attached to students Current, Former or Future.

Students Files - Future, Current and Former



There should only be one student record Future, Current or Former.

Current Students - Related Files



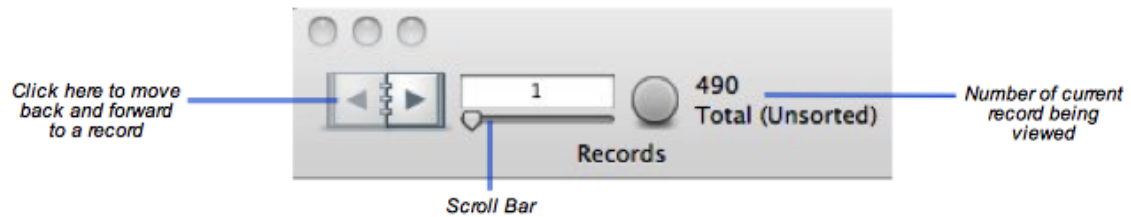
Student Attendance, Sport, Extra Curricular, Music, Pastoral Care, Reference and Textbooks are all files that relate to the current students.

Staff File



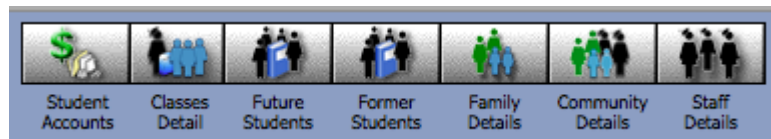
Staff absence, Professional Development, Daily Bulletin, Playground Duty are all files that relate to the Staff File.

Working with Records



Click the pages of the teledex button to view each record, or drag the scroll bar.

Moving from one file to another



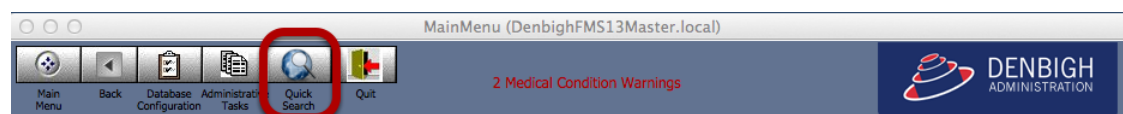
Click to go to a file.

Moving around Denbigh

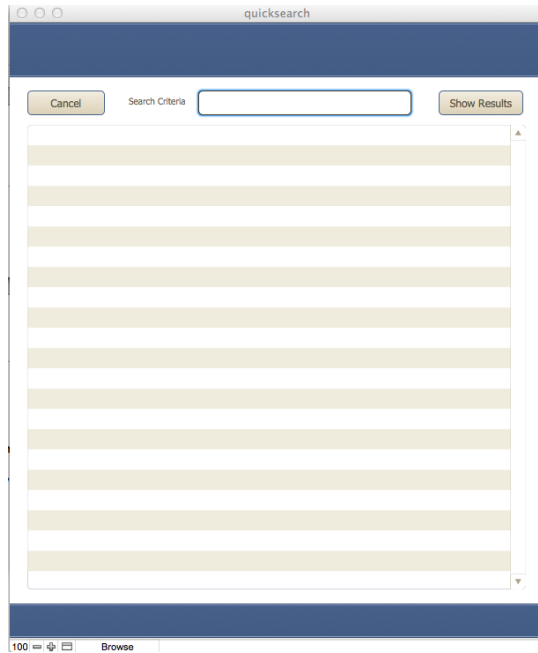


Click the Main menu button at any time to back to the Main menu. The Back button will take you back to the previous layout that you were on. View as list displays records in a list view. Find Student will take you into Find for searching. Search Assistant will display options for quick searches (e.g. finding all primary or secondary students).

Quick Search



Click the Quick Search button to search any person in the database.



Enter the search criteria and press the tab, enter keys or click the "Show Results" button.



List of either matching data will display, grouped in type of person. Click on the arrow to go to that person's record.

Viewing records as forms or lists

Student Details

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahlia | Gender: Male | Birthday: 18 Dec 1997 | Year: 12 | TGroup: 12.5 | House: Blue

Family Details

Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890

Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: shill@denbigh.com.au

Parents / Guardians

Kim Jobson	02 1234 5678	0414 123 456
Wayne Jobson	02 1234 5678	0414 123 456

General Info > General Info

Personal Details

Country of Birth: Australia | Previous School: Strathfield South | Religion: | Language: Arabic (incl) | Sibling No: 1

eMail Address: mjones@denbigh.com.au | Mobile Phone: 0404222333

Cohort: 2015 | BOS No.:

Boarding Information

Boarding Status: Day | Boarding House: | Room No.: | Bed No.: | Head of House:

Overseas Information

Nationality: Australian | Visa: | Passport Number: | Agent: | Citizenship: | Visa Expiry: | Passport Expiry:

Enrolment Info

Reg Date	Ac. Yr	Enrol Date	Dept Date	Term	Status	Current
		30/1/2001				<input checked="" type="checkbox"/>
8/2/2012		30/1/2001	1/4/2008			<input type="checkbox"/>

SMessages go to: Father Non Resident Mother | 04141234560414123456

Click the View as List button to view the current records in list view

View records as list

Current Student List

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported
100013	Graham	Amy Tahlia	Male	18/12/1997	12	12.5	Blue		Day	Yes
100014	Price	William Hugh	Male	11/6/1997	12	12.1	Green		Boarder	Yes
100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes
100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta		Day	Yes
106374	Leerdam	Belinda	Female	22/12/1997	12	12.3	Blue	Third	Boarder	Yes
106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth	Boarder	Yes
103297	Meibusch	Mitchell Christian	Male	7/5/2000	9	9.1	Magenta	First	Boarder	No
100030	Roche	Alexander Scott	Male	13/12/2005	4	4R	Blue		Day	No
103334	Yusof	Portia Ashley	Female	14/9/2002	7	7.5	Puce	First	Boarder	No
100035	Seidl	Reni	Female	21/7/1997	12	12.3	Magenta		Day	Yes
100036	Sarris	Georgina	Female	15/11/1997	12	12.2	Puce		Day	Yes

Click to view records in form view

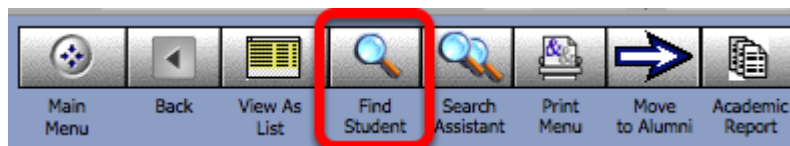
Finding Records - Quick Find

The screenshot shows the 'Student Current' interface with a search bar at the top right containing '12.2'. Below the search bar, a table titled 'Current Student List' is displayed. The table has columns for Student ID, Surname, Given Names, Gender, Date of Birth, Yr, TGroup, House, Codes, Boarding Status, and Currently Reported. The 'TGroup' column is highlighted with a red box, and the value '12.2' is visible in the first few rows of this column.

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported
100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes
100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta		Day	Yes
100036	Sarris	Georgina	Female	15/11/1997	12	12.2	Puce		Day	Yes
100058	Johnson	Kieren Alan Muir	Male	31/12/1997	12	12.2	Magenta		Day	Yes
100144	Atkin	Alyssa	Female	5/7/1997	12	12.2	Green		Day	Yes
100152	Macintyre	Swetha Alana	Female	9/3/1997	12	12.2	Green		Day	Yes
100169	Webb	David George	Male	24/9/1997	12	12.2	Magenta		Day	Yes
100283	Do	Alissa Renee	Female	23/3/1997	12	12.2	Blue		Day	Yes
100373	Kumar	Joseph Darcy	Male	28/9/1997	12	12.2	Red		Day	Yes
104905	Thomson	Hannah Jessica	Female	31/5/1997	12	12.2	Yellow	Second	Boarder	Yes
100448	Gallop	Kimberly Gabrielle	Female	29/1/1997	12	12.2	Blue		Day	Yes
100476	Saunders	Rachel Abbey	Female	6/4/1997	12	12.2	Red		Day	Yes
100627	Meyer	Edward Charles	Male	5/10/1997	12	12.2	Green		Day	Yes
100725	McCulloch	Rosanna Emma	Female	21/3/1997	12	12.2	Green		Day	Yes
100927	Noble	Hannah Riki	Female	23/9/1997	12	12.2	Red		Day	Yes
100966	Russell-Jones	Samanthi	Female	14/9/1997	12	12.2	Puce		Day	Yes
100976	Tridoell	Steehen G	Male	6/10/1997	12	12.2	Magenta		Day	Yes

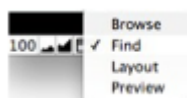
Using the Quick Find feature you are able to search across any field on a layout without needing to enter Find mode or specify the value in more than one field. This will depend on which fields have been set for this feature and in which layout. This example show finding tutor group 12.2.

Finding Records



Click on the Find Student button to Find or use the keyboard short cut Command (Windows) or ⌘ (Mac) F. All fields appear blank so that you can search on any fields or multiple fields.

Mode Button



Or Change the Mode button to find. All fields appear blank so that you can search on any fields or multiple fields.

Perform Find

The screenshot shows the 'Student Current (F)' interface. At the top, there is a search bar with a magnifying glass icon and a 'Perform Find' button, which is highlighted with a red rectangular box. To the right of the search bar is a 'Cancel Find' button and a 'Saved Finds' button. Below the search bar, there are navigation buttons: 'Main Menu', 'Back', 'View As List', 'Find Student', 'Search Assistant', 'Print Menu', 'Move to Alumni', and 'Academic Report'. The main content area is titled 'Student Details' and contains various form fields for student information, including 'Family Details', 'Parents / Guardians', and 'General Info > General Info'. The 'General Info' section has tabs for 'General Information', 'Hosts & Guardians', 'Correspondence', 'Email', 'Comms List', 'Transport', 'MCECDYA', 'Extra School Report', and 'Census'. The 'General Information' tab is selected, showing fields for 'Country of Birth', 'Previous School', 'Religion', 'Language', 'Sibling No', 'eMail Address', 'Mobile Phone', 'Enrolled Siblings', 'Enrolment Info', and 'SMS Messages go to'.

Click the “Perform Find” or the Enter key to perform the find. To cancel the find click the “Cancel Find” or to view previous finds, click on the Saved Finds button.

Performing an "And" Find

The screenshot shows the 'Student Current (F)' interface with the search criteria 'Female' and '7' entered in the 'Gender' and 'Year' fields respectively. The 'Perform Find' button is highlighted in a red rectangular box. The search results are displayed in a list on the right side of the screen, showing student IDs from 10.1 to 12.3. The 'General Info' section is visible below the search results, showing tabs for 'General Information', 'Hosts & Guardians', 'Correspondence', 'Email', 'Comms List', 'Transport', 'MCECDYA', 'Extra School Report', and 'Census'. The 'General Information' tab is selected, showing fields for 'Country of Birth', 'Previous School', 'Religion', 'Language', 'Sibling No', 'eMail Address', 'Mobile Phone', 'Enrolled Siblings', 'Enrolment Info', and 'SMS Messages go to'.

Enter data in multiple fields. In this example it will find all females in year 7.

Performing an "Or" find

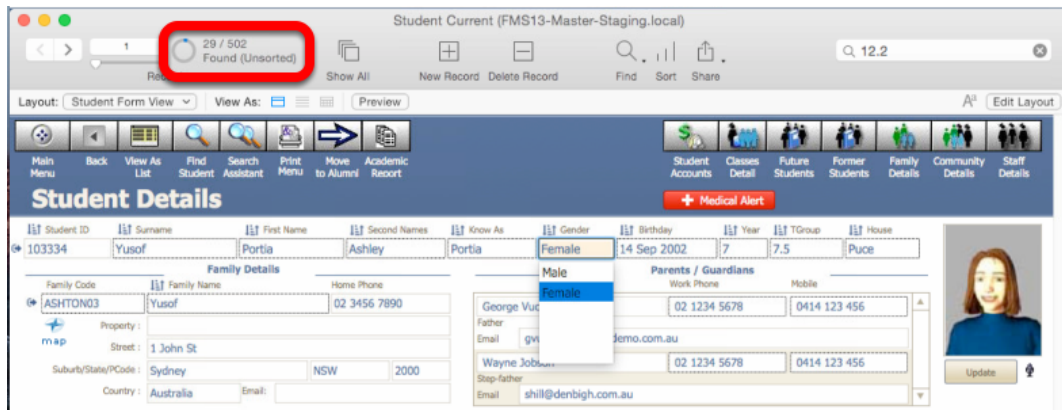
The screenshot shows the 'Student Current' interface. At the top, there is a search bar with 'Find Requests' and a 'New Request' button highlighted with a red box. Below the search bar, there are navigation buttons like 'Main Menu', 'Back', 'View As List', 'Find Student', 'Search Assistant', 'Print Menu', 'Move to Alumni', and 'Academic Report'. The main content area is titled 'Student Details' and contains various tabs and form fields for entering student information, including 'Family Details', 'General Info > General Info', 'Personal Details', 'Overseas Information', and 'Enrolment Info'.

Click find enter the details of the first criteria to search, then Click "New Request".

The screenshot shows the 'Student Current' interface after the search process. The search bar now shows '3' and '3 Total'. The 'Perform Find' button is highlighted with a red box. The 'Student Details' section is visible, with the 'Gender' field highlighted in red. The interface is similar to the first screenshot, showing various tabs and form fields for student information.

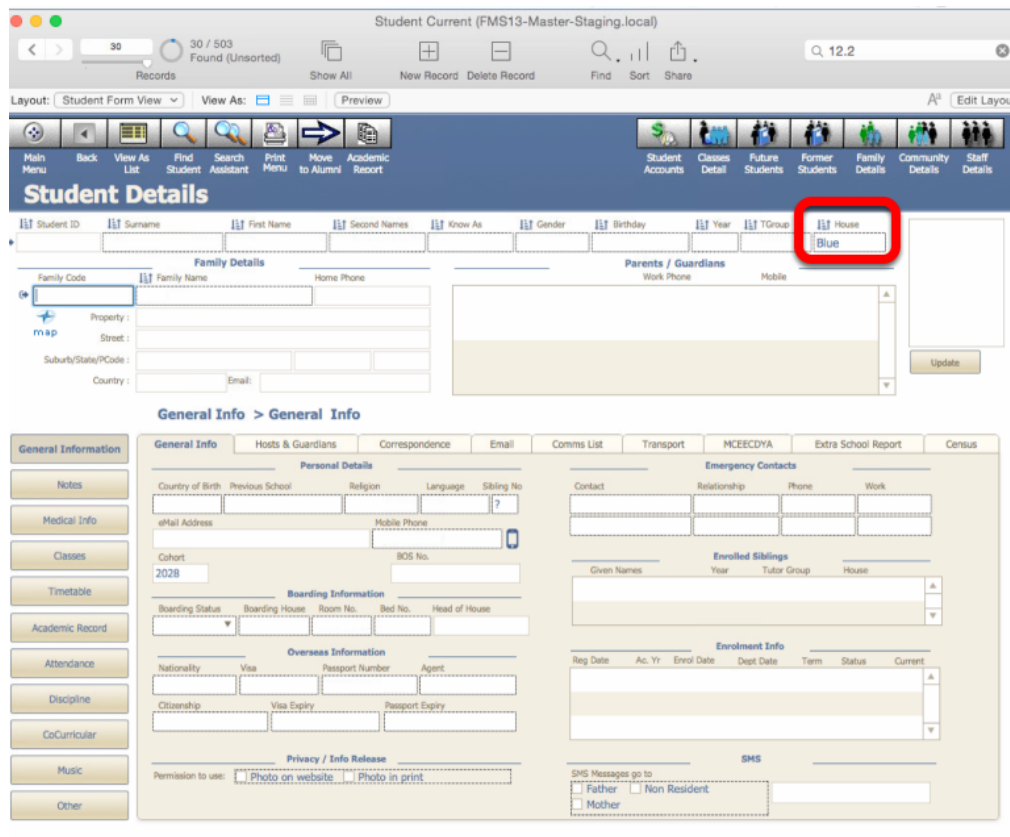
Enter the second Criteria, and then click Perform Find.

Find Result



This will find all females and all year 7 students.

Constraining the Found Set



Click find enter the details to constrain the found set to, in this example we had found all females and year 7 students. We are now going to just find those in this found set that are in the Blue House.

Find Result

The screenshot shows the 'Student Details' form in a web browser. At the top, a search bar contains the text '30 / 503 Found (Unsorted)', which is highlighted with a red rectangle. Below the search bar, the form is divided into several sections: 'Family Details', 'Parents / Guardians', 'General Info > General Info', 'Personal Details', 'Emergency Contacts', 'Enrolled Siblings', 'Enrolment Info', and 'SMS'. The 'General Info' section is currently selected, showing fields for Country of Birth, Previous School, Religion, Language, Sibling No, eMail Address, Mobile Phone, Cohort (set to 2028), BOS No., Boarding Information, Overseas Information, and Privacy / Info Release. The 'SMS' section has checkboxes for 'Father', 'Non Resident', and 'Mother'.

This has now found within the previous find, only students in the Blue house.

Extend the Found Set

The screenshot shows the 'Student Details' form with the search criteria set. The 'Cohort' field is set to '2028'. The 'Academic Record' section is expanded, and the 'Year' field is set to '7'. The 'SMS' section has checkboxes for 'Father', 'Non Resident', and 'Mother'.

Click Find and enter the criteria. Add year 7 in the academic field.

Find Results

Student Current (FMS13-Master-Staging.local)

Records: 2 / 503 Found (Unsorted)

Layout: Student Form View View As: Preview

Student Details

Student ID: 106374 Surname: Leerdam First Name: Belinda Second Names: Belinda Gender: Female Birthday: 22 Dec 1997 Year: 12 TG: 12.3 House: Blue

Family Details

Family Code: 100744 Family Name: Leerdam Home Phone: 02 3456 7890

Property: 1 John St Sydney NSW 2000

Country: Australia Email: blearda@denbighdemo.com.au

Parents / Guardians

Bernard Leerdam (Father) Mobile: 0414 123 456 Email: blearda@denbighdemo.com.au

Emmy Barsdell (Mother) Email: ebarsde@denbighdemo.com.au

General Info > General Info

Country of Birth: Indonesia Previous School: Catholic Religion: Catholic Language: Sibling No: 1

Boarding Status: Boarder Boarding House: Third Room No.: Bed No.: Head of House: Mr C Wilson

Nationality: Overseas Information: Australian

Enrolment Info: Reg Date: 11/10/2001 Ac. Yr: 12 Term: 1 Status: Current

Added all students in year 7 to the previous find.

Omitting data in a Find

Student Current (FMS13-Master-Staging.local)

Records: 1 / 503 Found (Unsorted)

Layout: Student Form View View As: Preview

Student Details

Student ID: 103297 Surname: Meibusch First Name: Mitchell Second Names: Christian Gender: Male Birthday: 7 May 2000 Year: 9.1 House: Magenta

Family Details

Family Code: ANTON101 Family Name: Meibusch Home Phone: 02 3456 7890

Property: 1 John St Sydney NSW 2000

Country: Australia Email: mrobson@denbigh.com.au

Parents / Guardians

Joanna Meibusch (Mother) Mobile: 02 1234 5678 Email: jmeibus@denbighdemo.com.au

Cleo Verrell (Father (Non Resident)) Mobile: 02 1234 5678

General Info > General Info

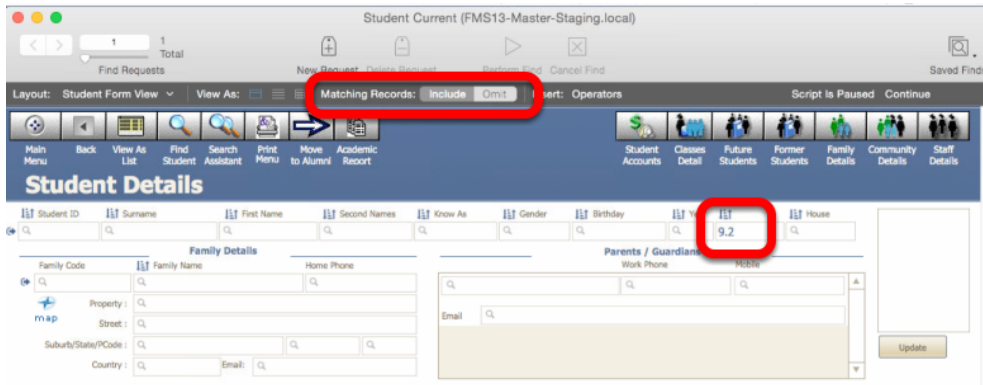
Country of Birth: Australia Previous School: Connells Pt PS Religion: Orthodox Language: Sibling No: 1

Boarding Status: Boarder Boarding House: First Room No.: Bed No.: Head of House: Mr W MacIntosh

Nationality: Overseas Information: Australian

Enrolment Info: Reg Date: 2/2/2004 Ac. Yr: 9.1 Term: 1 Status: Current

In this example we have found all students in year 9, but need to exclude all students that are in 9.2 Roll Class. First perform a find of year 9 students. Click Find enter 9 in the Year field, then Click to Perform Find.

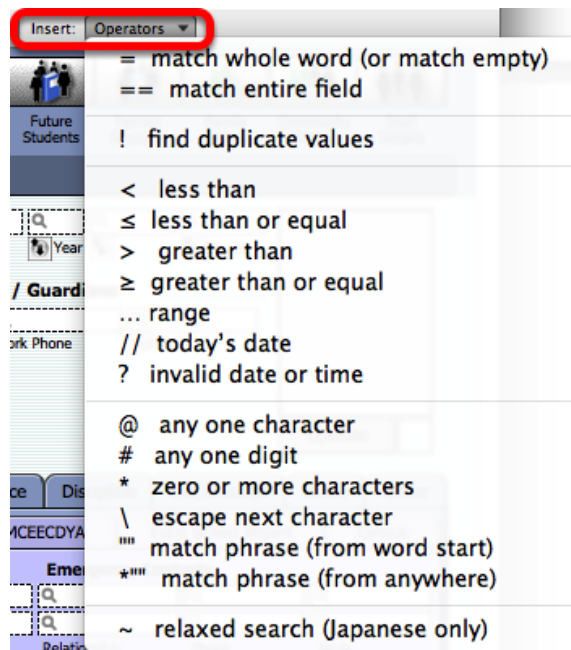


Click the Find button. Enter 9.2 in the tutor group field and then click the "Omit" button.

Find Results

This finds all students in year 9 except 9.2-tutor group.

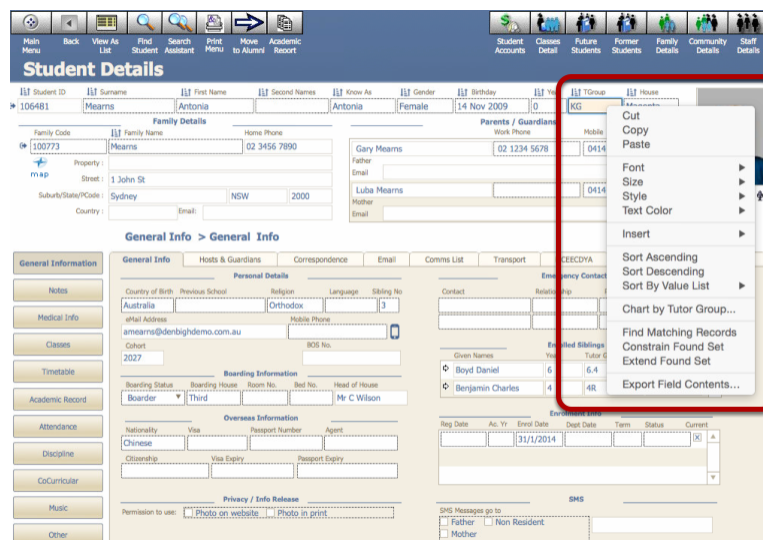
Find using Operators



More advanced searches can be run using an Operator. It is a symbol or instruction that allows you to make your find request specific or apply some logic to the find.

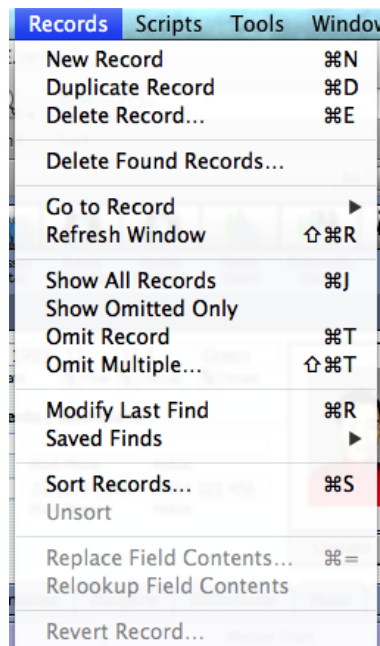
Clicking on the operators box to show the menu of operators that can be used in the search criteria. For example to find all students above year 9, you would enter ">9" (greater than 9). To find a range of students from year 9 to 12 enter "9...12".

Find in any Field - Right mouse click



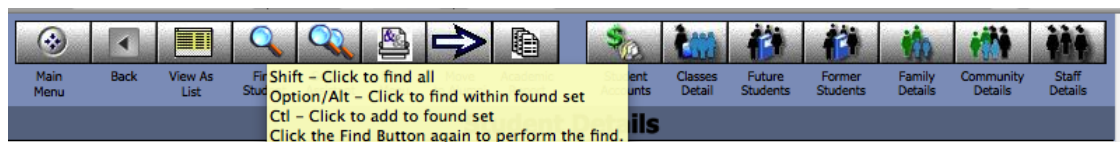
In any field, use the mouse to right click in the field. Choose either Find Matching records, or Constrain Found set to find with in a Find.

Using Shortcuts or function keys



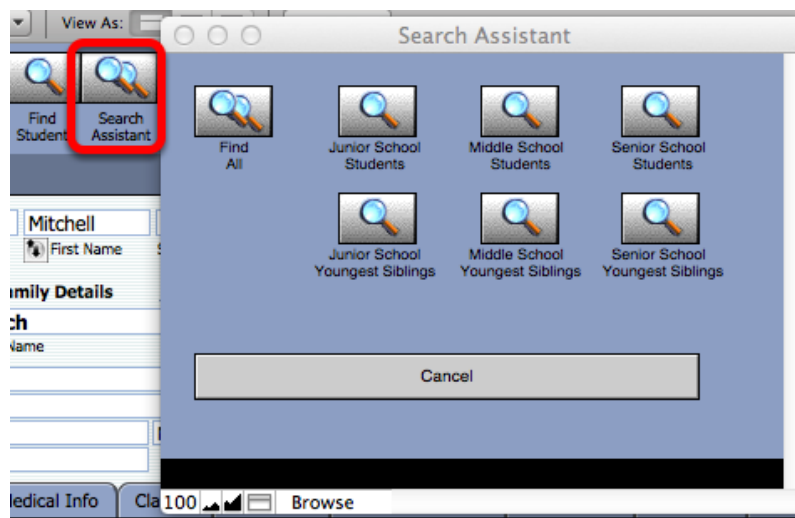
Some of the functions available in the Filemaker menus also have shortcuts usually using the Command (⌘ Apple) key. For example to Show all records hold down the ⌘ key and the letter "J".

Find Student (New Versions of Denbigh 2014)



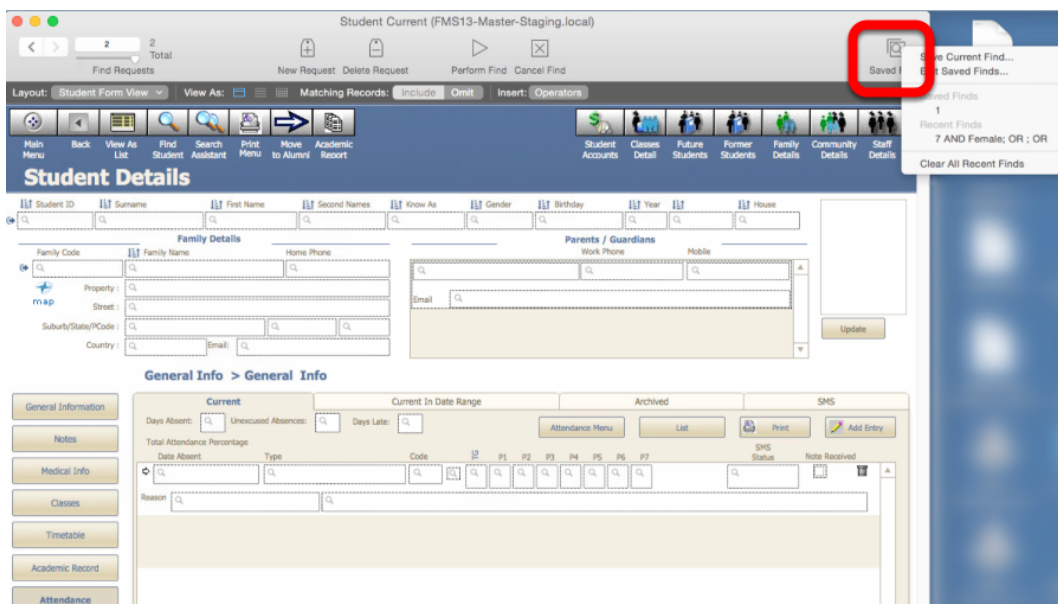
Find all - hold down the shift key and click the Find Student button
Find within in a found set - Hold down the Options/Alt key
Find and add to the found set - Hold down the Control key
Click the Find button or the Continue button to perform the find

Search Assistant



Clicking the Search Assistant button will display a popup menu with a choice of Search functions. (This may vary depending on the school).

Saved and Recent Finds



You can see your last several finds in a the Recent Finds list. Also if you have a complex find request that you want to use on a regular basis, you can name it and have it for later use.

Finding random records with Mark Function

The screenshot shows the 'Current Student List' interface. The table contains the following data:

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported
<input checked="" type="checkbox"/>	100013	Graham	Amy Tahla	Male	18/12/1997	12	12.5	Blue	Day	Yes
<input checked="" type="checkbox"/>	100014	Price	William Hugh	Male	11/5/1997	12	12.1	Green	Boarder	Yes
<input checked="" type="checkbox"/>	100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce	Day	Yes
<input checked="" type="checkbox"/>	100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta	Day	Yes
<input checked="" type="checkbox"/>	106374	Leerdam	Belinda	Female	22/12/1997	12	12.3	Blue	Third Boarder	Yes
<input checked="" type="checkbox"/>	106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth Boarder	Yes
<input type="checkbox"/>	103297	Melbusch	Mitchell Christian	Male	7/5/2000	9	9.1	Magenta	First Boarder	No
<input type="checkbox"/>	100030	Roche	Alexander Scott	Male	13/12/2005	4	4R	Blue	Day	No
<input type="checkbox"/>	103334	Yusof	Portia Ashley	Female	14/9/2002	7	7.5	Puce	First Boarder	No
<input type="checkbox"/>	100035	Seidl	Reni	Female	21/7/1997	12	12.3	Magenta	Day	Yes
<input type="checkbox"/>	100036	Sarris	Georgina	Female	15/1/1997	12	12.2	Puce	Day	Yes
<input type="checkbox"/>	100039	Graham	Amy Tahla	Female	27/2/2000	9	9.1	Yellow	Day	No
<input type="checkbox"/>	100040	Graham	James Lawrence	Male	16/3/2002	7	7.5	Yellow	Day	No
<input type="checkbox"/>	105529	McNicol	Shaun William	Male	23/5/2008	1	1K	Red	Third Boarder	No
<input type="checkbox"/>	105197	Curran	Alexandra	Female	18/4/1997	12	12.1	Puce	Second Boarder	Yes
<input type="checkbox"/>	105196	Curran	Karl Courtenay	Male	18/4/1997	12	12.3	Blue	Second Boarder	Yes
<input type="checkbox"/>	100058	Johnson	Kieren Alan Muir	Male	31/12/1997	12	12.2	Magenta	Day	Yes
<input type="checkbox"/>	100059	Johnson	Jarrod Benjamin	Male	24/10/1999	10	10.3	Blue	Day	No
<input type="checkbox"/>	100060	Johnson	Kanish	Male	4/9/2002	7	7.4	Puce	Day	No
<input type="checkbox"/>	100069	Hyslop	Stephen Richard	Male	11/5/2001	8	8.1	Red	Day	No
<input type="checkbox"/>	100072	Jones	Ashleigh	Female	9/11/1998	11	11.2	Red	Day	No
<input type="checkbox"/>	100073	Jones	Nicholas Florian	Male	20/3/1999	10	10.2	Magenta	Day	No
<input type="checkbox"/>	101478	James	Simona Katelyn	Female	30/6/2001	8	8.2	Puce	Day	No
<input type="checkbox"/>	100078	Condoleon	James Tobias	Male	11/5/2000	9	9.2	Puce	Day	No
<input type="checkbox"/>	100079	Hunter	Ronan Edmund	Male	18/3/2000	9	9.1	Magenta	Day	No
<input type="checkbox"/>	100080	Hunter	Herorge Wilshan	Male	29/7/1997	12	12.3	Yellow	Day	Yes
<input type="checkbox"/>	100082	Thaung	Jesse Simon Andrew	Male	6/9/1999	10	10.1	Puce	Day	No
<input type="checkbox"/>	100087	Hewson	Abayomi Iks-Oba	Male	12/2/1999	10	10.3	Puce	Day	No
<input type="checkbox"/>	100088	Brice	Sunali	Female	8/3/1999	10	10.2	Magenta	Day	No
<input type="checkbox"/>	101489	Kinder	Kate Amandor	Female	16/1/2003	6	6.2	Magenta	Day	Yes
<input type="checkbox"/>	100095	Bowler	Justine April	Female	28/10/2005	4	4F	Blue	Day	No
<input type="checkbox"/>	105120	Lawson	Ariisa	Female	29/8/1999	10	10.1	Red	Second Boarder	No
<input type="checkbox"/>	105162	Lawson	Angus John	Male	8/3/2000	9	9.1	Puce	Second Boarder	No
<input type="checkbox"/>	101494	Haridemos	Albert	Male	4/12/2003	6	6.2	Green	Day	Yes
<input type="checkbox"/>	103157	Reinhardt	Cameron Percival	Male	25/9/2000	9	9.2	Magenta	First Boarder	No
<input type="checkbox"/>	100107	Jones	Christopher John	Male	29/5/2002	7	7.3	Magenta	Day	No
<input type="checkbox"/>	100108	Jones	Sarah Courtney	Female	17/9/2000	9	9.1	Blue	Day	No
<input type="checkbox"/>	100118	Dean	Jessica Teanan	Female	18/10/2003	6	6.2	Green	Day	Yes

By clicking the checkbox beside a record, then clicking the find marked button will find just those records.

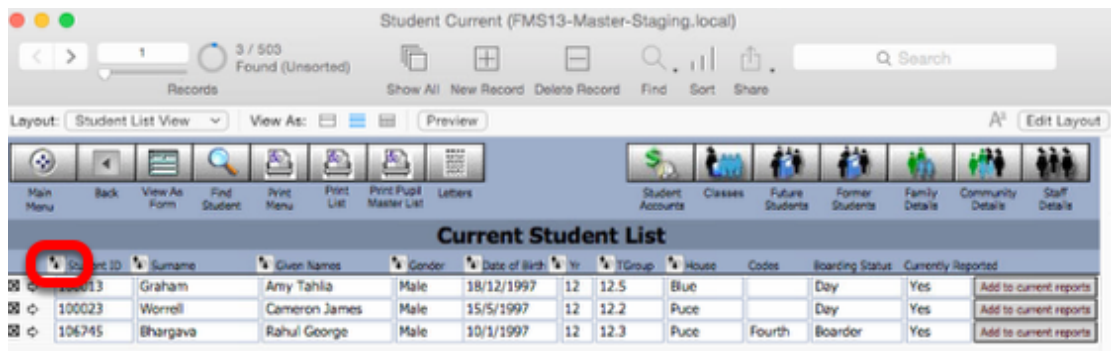
Find Results

The screenshot shows the 'Current Student List' interface after the 'Find Marked' action. The table contains the following data:

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported
<input checked="" type="checkbox"/>	100013	Graham	Amy Tahla	Male	18/12/1997	12	12.5	Blue	Day	Yes
<input checked="" type="checkbox"/>	100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce	Day	Yes
<input checked="" type="checkbox"/>	106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth Boarder	Yes

Found just the checked records.

Sort Records

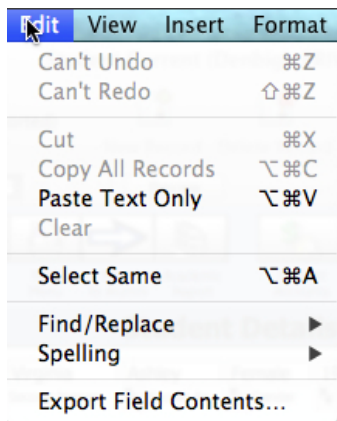


Any fields that have the "sort icon" can be sorted on.



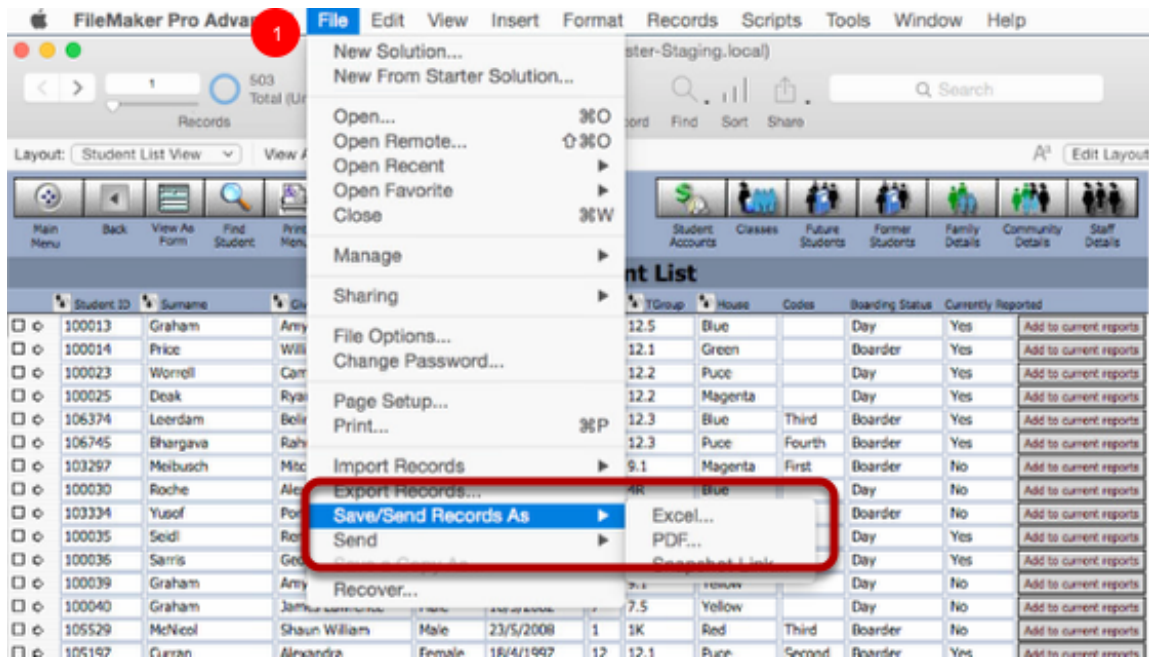
When sorting on numeric fields they are usually lowest to highest and Alpha fields are A - Z (ascending). To sort in descending holding down the Alt key (option key on Windows).

Paste without formatting

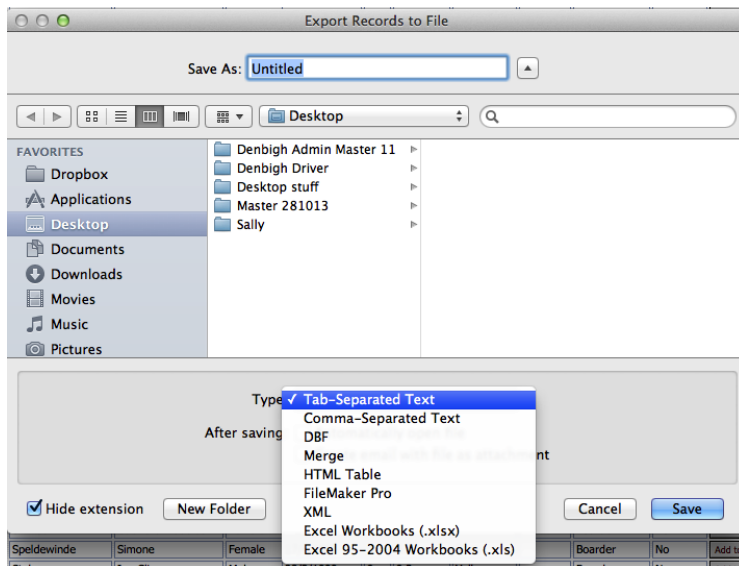


To paste any text without including any formatting, eg Bold, Italics etc.. Press Command Option V on a Mac, or Control Shift V on a Windows computer. Also from the Edit menu, hold down the Option (alt) key and you will get the Past Text Only option. This will paste any copied text without any formatting attached. This function should always be used when copying any text from another program, eg MS Word.

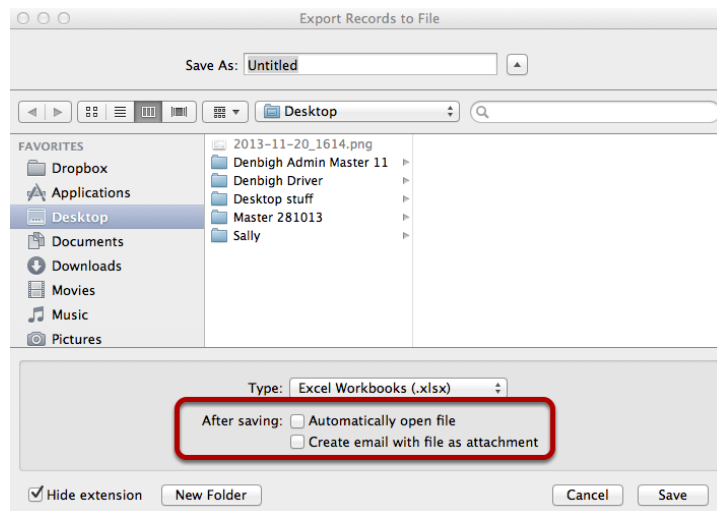
Export Records



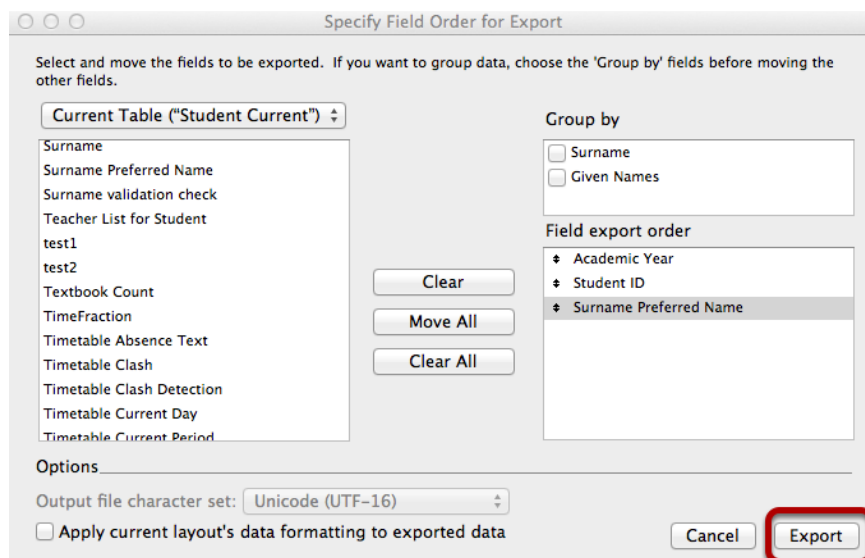
There are quite a few ways to export or save records out of Denbigh. One option is to find the data required and choose the Save/Send Records As - Excel, PDF or a Snapshot Link. Choose excel to export the current data and field names to excel. Save as PDF will create a pdf of the layout. Snapshot link creates a shortcut to this file. (Filemaker developer function)



The other option is to choose to export many more fields that may not necessarily be on the current layout. Choose File Menu - Export records. Give the file a name and then choose the file type.



When choosing to export records, check the Automatically open the file or choose to add it to an email as an attachment.



This dialog box allows the user not only to choose the fields but also the files to export data required. Once all fields are chosen, click the Export button.