

How to get to the Starting Point

The starting point is accessed in the following two ways;

- It is on the FileMaker Pro icon and opens when launching FileMaker Pro
- Use the Starting Point Icon from anywhere in the DSA Database System

How to use the Starting Point

Once the Starting Point window is open, follow these steps:

1. Press the tab key to move the cursor into the First Name Field. This field uses a calculation which searches for the first four letters entered.
2. Tab to the Last Name Field. Enter the first four characters of the last name in this field.
3. Then press Tab.

At this point one of four things will happen in the space to the right:

- It will remain blank
- A name will appear but it will not be a match
- One name match will be found
- More than one match will be found

When This Appears in the Starting Point Window	It means that this person ...	SO DO THIS...
Nothing ... it is blank	is <i>not in</i> the Database.	Use the Create a New Client Button
One name appears, but it is not a match	is <i>not in</i> the Database.	Use the Create a New Client Button
One name appears, it seems to be a match	is <i>in</i> the Database.	Click the Get 'em Button
More than one name appears, there seems to be a match	is possibly <i>in</i> the database.	Clarify using the company info, phone number, etc.: if there is a match, use the Get 'em Button if niether match, use the Create New Client Button