

Hansen's TEC-BASE 2.0

Getting Started

1. Identify a computer to act as your TEC-BASE server.
2. Install FileMaker Pro Unlimited.
 - You can use a standard copy of FileMaker Pro to test the system, but only ten IP addresses will be able to connect to the Web-based interface a day.
 - If you do not intend to use the Web-based interface, a standard copy of FileMaker Pro will be sufficient.
3. Copy the “TEC-BASE Files” folder to your FileMaker Pro server.
 - (Note: This does not mean the product FileMaker Server.)
4. Copy the “tecbase” folder to FileMaker's Web folder.
5. Configure FileMaker Pro's Web companion plug-in.
 - Turn off “Enable Instant Web Publishing.”
 - Select “Web Security Database.”
 - Choose an appropriate port number (80 is standard HTTP, but 591 is a common FileMaker Pro port—your choice).
6. Open Hansens_TEC-BASE.fp5
7. Enter the admin password (tb2admin).
8. Allow TEC-BASE to open all 29 supplemental files.
9. Provide a registration code if you have one (Setup > Register).
 - If you get an error about opening TEC-BASE too many times, just click on the “Register” button.
10. Install an email client application (e.g. Eudora or Apple Mail) for FileMaker to send messages.
 - An application that doesn't require a user to log in is best.
11. Connect to your server's Web interface by entering the one of the following URLs:
 - Users: <http://your.server.address/tecbase/homepage.html>
(Advertise this to your users if you decide to use the work order features.)
 - Leaders: <http://your.server.address/tecbase/techhome.html>
(Privately inform your staff and other tech leaders of this URL.)
12. On a client machine, connect to the FileMaker interface by selecting “Open Remote...” from FileMaker's File menu.
 - Enter either the admin password (tb2admin) for full rights.
 - Enter the basic password (accesstb) for data modification rights.
13. After you have experimented and understand the system well enough to begin (after a few minutes, hours or days), go to “Menu > Setup > Tools > Prepare for Use” to wipe out all sample data and prepare the TEC-BASE files for your organization's data.
14. In “Setup > Tools” there is a button to make backup copies of all TEC-BASE files. Copies are placed in the “TEC-BASE Backups” folder. Click on the “Restore from Backup” button in “Setup > Tools” to do just that.

15. Go to “Setup” to enter custom information for your database. You can also customize what features will be displayed on the Web-based Leaders’ Homepage. The Work Orders, User Accounts, Inventory, and In/Out Board are all optional pieces.

Misc. Notes on Version 2.0

- Automatic username generation follows this pattern:
 - Students: firstname and a number (e.g. jamey1, jamey2, jamey104, etc.)
 - Staff: lastname + firstinitial (+ next letter if necessary)
- The Troubleshooter file is there to play with. I have not yet used it with users.
- The Moves database handles all inventory updates from technicians. More on this when I write a more thorough manual.
- There are three HTML files in the Custom folder called ‘jumpmenuX.html.’ These control the pull down menu in the top right-hand corner of every “Leaders” page.

Sample Data

- Example hardware items have tag numbers between 1001 and 1036.
- There are two sample technicians: jhansen and tech. Both use 1234 for their password. Log into the Web interface with these accounts.
- There are two other users: mhelle and jmullen. Use these accounts and the above hardware numbers for creating demo work orders.
- Look at some of the Adobe products in Software for an idea how the Software file can be used.