Step 1: Launch FileMaker Pro
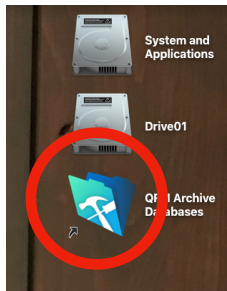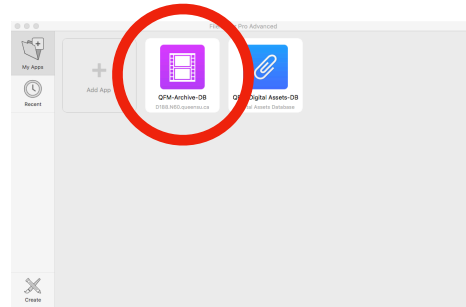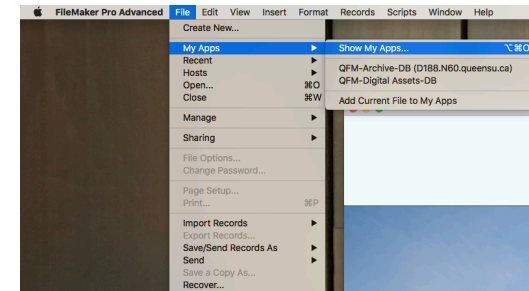

Select "QFM Archive Databases" from the desktop.

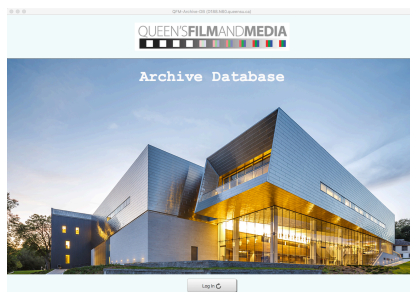**Step 2: Select the Archive Database**

Select the "QFM-Archive-DB" form the "My Apps" window. It's the one with a purple film strip icon.

Step 2a: FileMaker is already opened and the Desktop button does nothing!
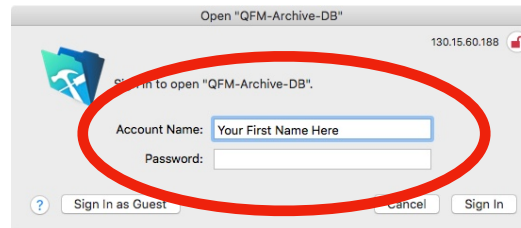

With FileMaker Pro the active program: select File > My Apps > Show My Apps
Pick up with Step 2.

Step 2b: The Archive Database is already opened.

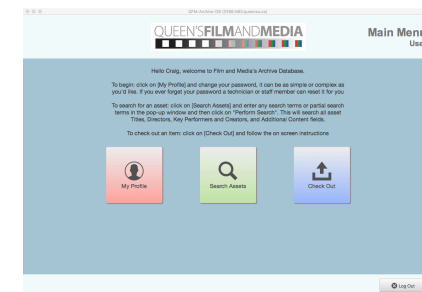Click the "Log In" button and continue with Step 3

Step 3: Log into the Database

Sign in with your first name only and the temporary password provided or the password you have set up.

Non-registered user can sign in using "Guest", however they will not be able to check out discs. Please see a Technician or Staff member to check out a disc.

Step 4: Your in! Now you can do something:

Select what you'd like from the User Menu:
My Profile: change your password, see past loans or extend current loans
Search Assets: Perform a search for a Title, Director, or other key creator or performer
Checkout: Check out a Disc to yourself.

QUEEN'S**FILM**AND**MEDIA**