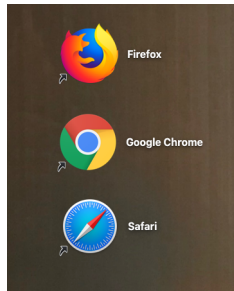# Archive Database: Getting Started Guide

Step 1: Launch your preferred Web Browser

On your computer system launch your preferred web browser.

**Step 2: Type into the address bar:** http://130.15.60.222/fmi/webd

Depending on you system you may not have to type "http://". If you are frequently going to accessing the Database refer to you Web Browser's help to make a bookmark.

Step 2a: Navigate to the data base from the Faculty and Staff Tab on Film and Media's web page
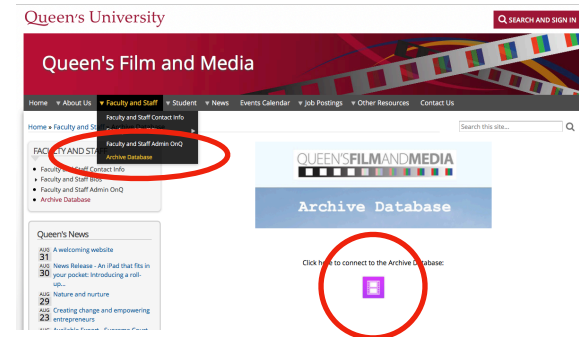
Step 3: Select the Archive Database from the FileMaker Web Direct window.
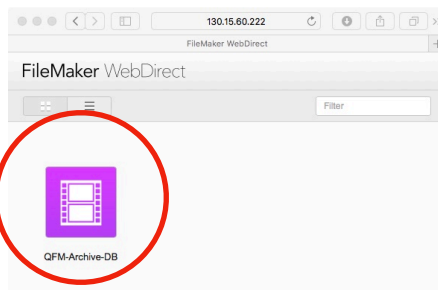
Select the "QFM-Archive-DB" form the "My Apps" window. It's the one with a purple film strip icon.
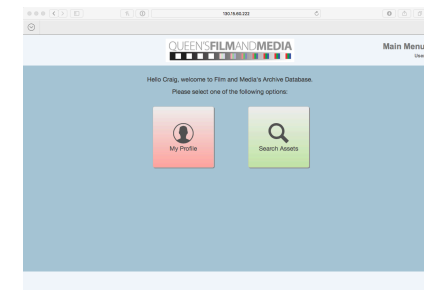
Step 4: Log into the Database

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

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

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