

Figure 1 AIM Start/Login

Login Process

Double-click the alias or shortcut for the AIM_Start file.

Type your login name if it is not already in the Name field.

Type your password in the password field.

Type **Enter** or **Return** or click on the Log In button.

Notes

DO NOT move or rename any of the files in the AIM folders. You can make an alias or shortcut to the AIM_Start file and place it on your desktop or other location for easy access.

Log-in names and passwords are case-sensitive. A warning will appear if your Caps Lock key is down. The warning will not disappear until the next time you log in even if you release the Caps Lock key.

The AIM_Start file will store your login name unless your database administrator has set it to not store your name. Passwords are not stored in the AIM_Start file.

If you have problems logging in read and then save, print or email the log. If you are unable to resolve the problem yourself, contact your administrator.

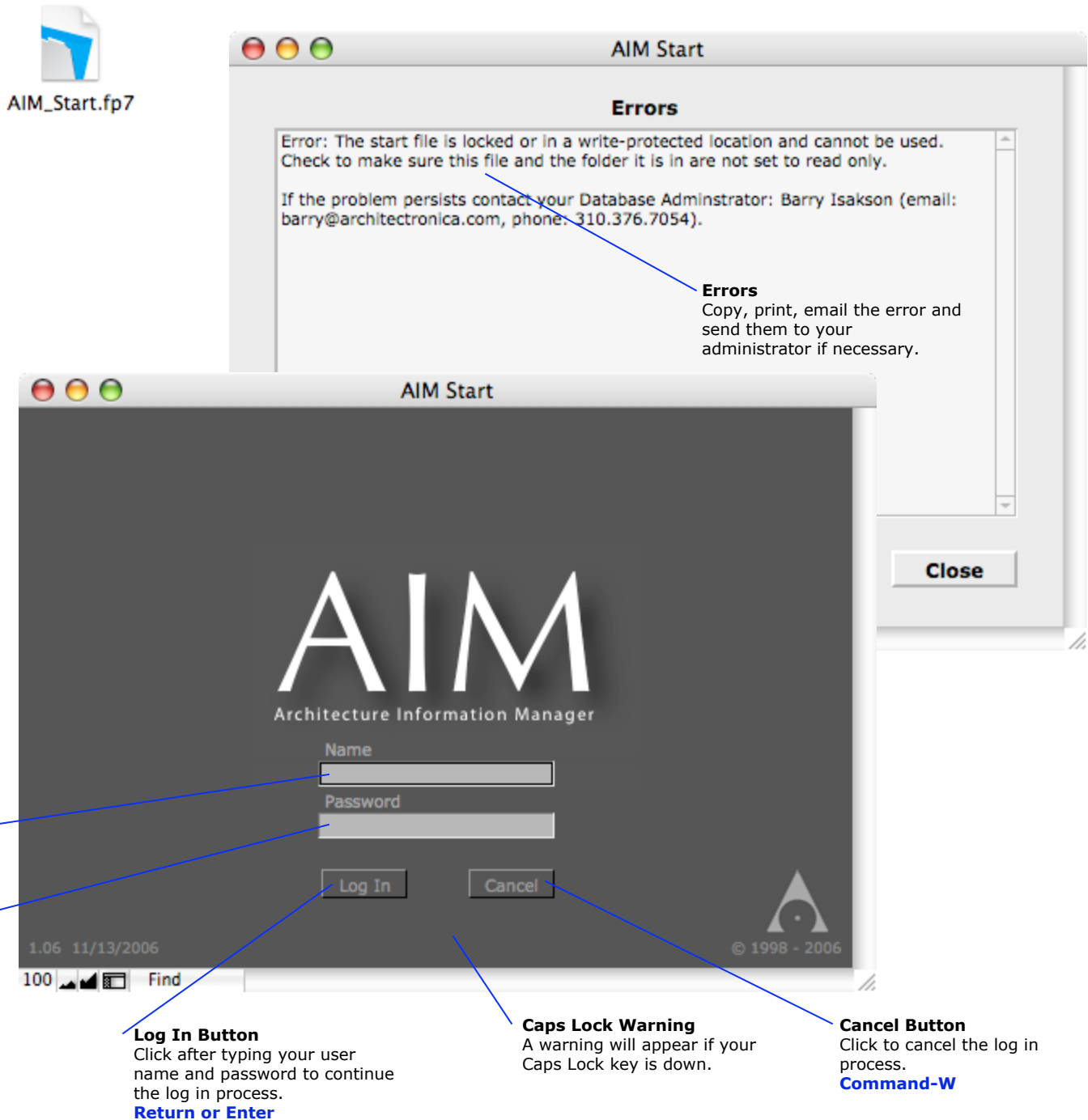


Figure 2 AIM Home Window

Window Controls

Closing the Home window will quit the AIM system. Do not close this window. Collapse the widow if you need to save screen space (see below).

System Icon

Click anywhere in the dark area to hide all the open module windows and hide the module list (Mac OS only).

Click again to show the list of modules (Mac OS only).

Module List

Only those modules to which the current user has been granted access appear here.

Module Button

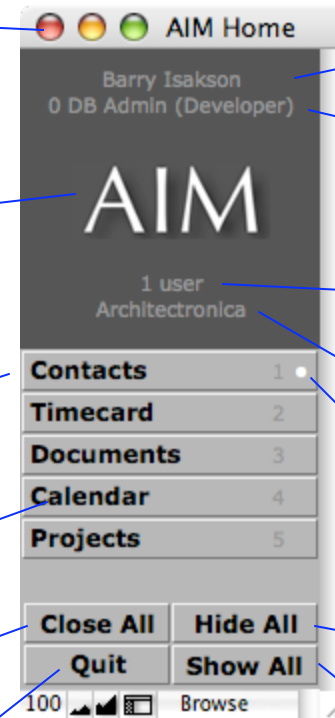
Click the button to open the module. **Command-#**

Close All Button

Click the button to close all the open modules but leave the AIM system open and the Home window open.

Quit/Exit Button

Click to close the AIM system and quit FileMaker.
Command-Q



User Name

Displays the name of the current user.

Group Name

Displays the name of the name group to which the current user belongs.

User Count

Displays the number of users currently logged into the system.

System Name

Displays the name of the AIM system.

Module Open Indicator

A bullet indicates that the main window for the module is open (but may not be visible).

Keyboard Shortcut

Type Cntrl (Windows) or Cmd (Mac OS) and the number to open the module.

Show All Button

Click to display the windows for all the open modules.

Hide All Button

Click to hide the windows for all the open modules.

Figure 3 AIM Module Window

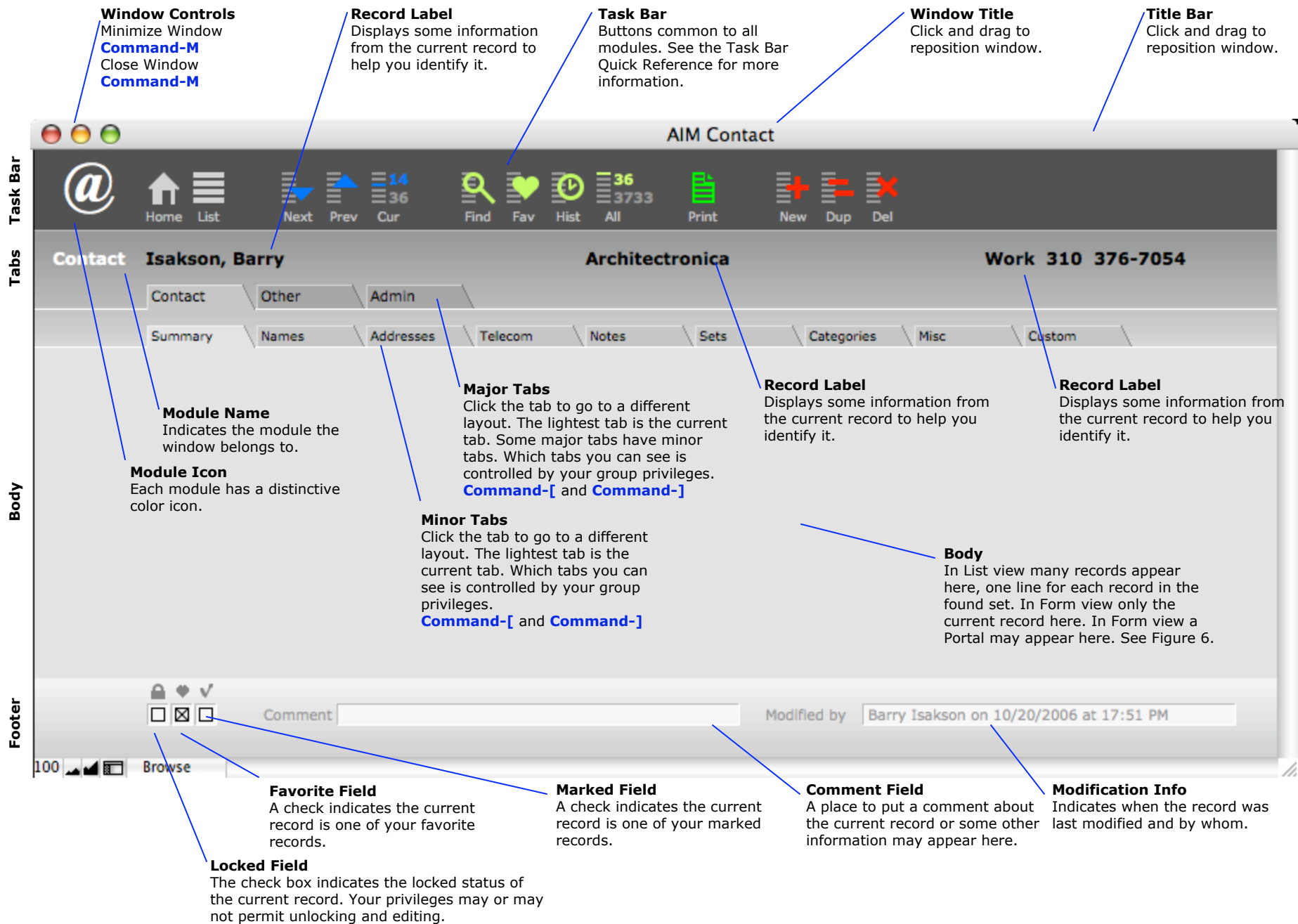


Figure 4 AIM Module Window List View

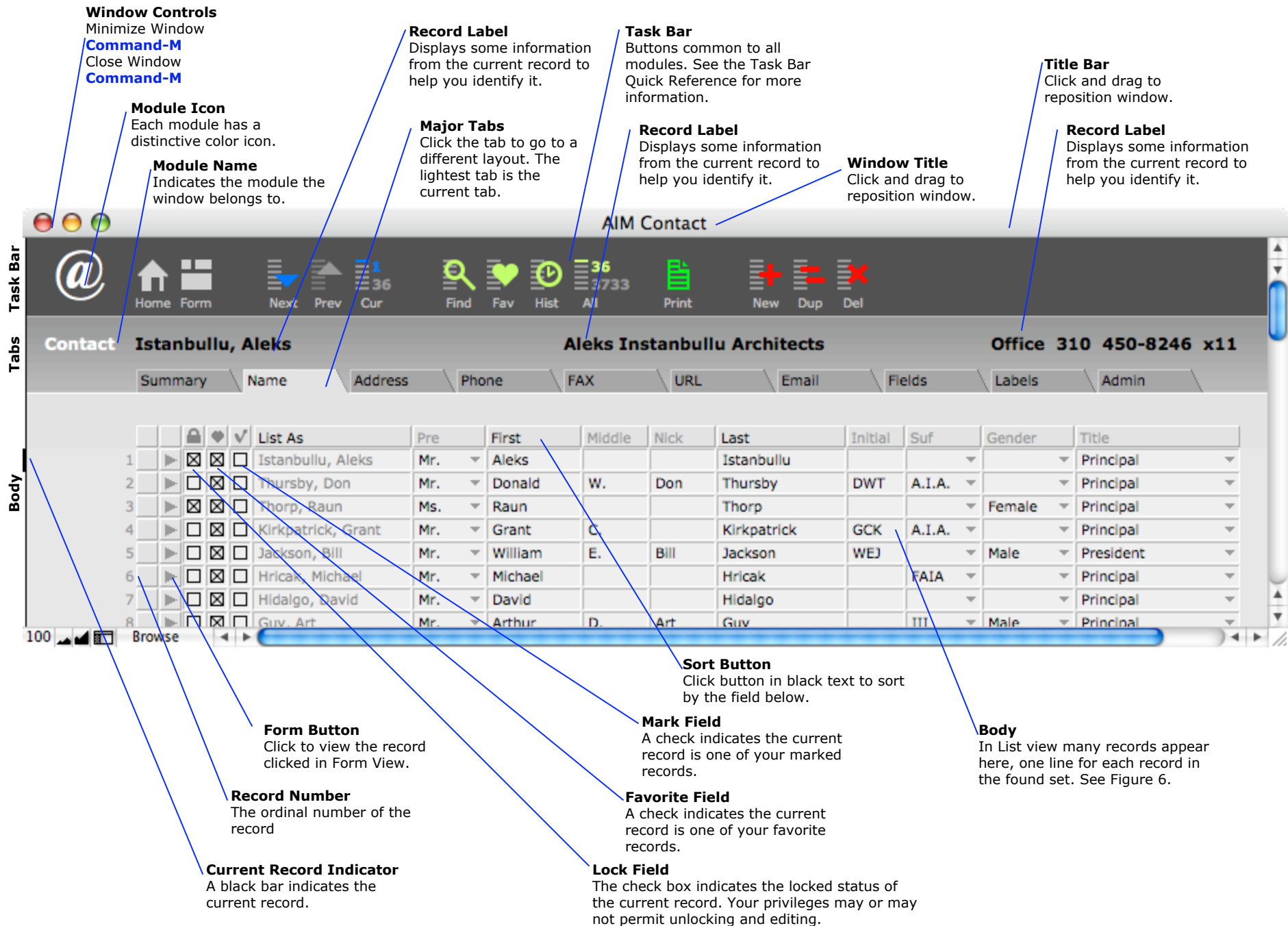
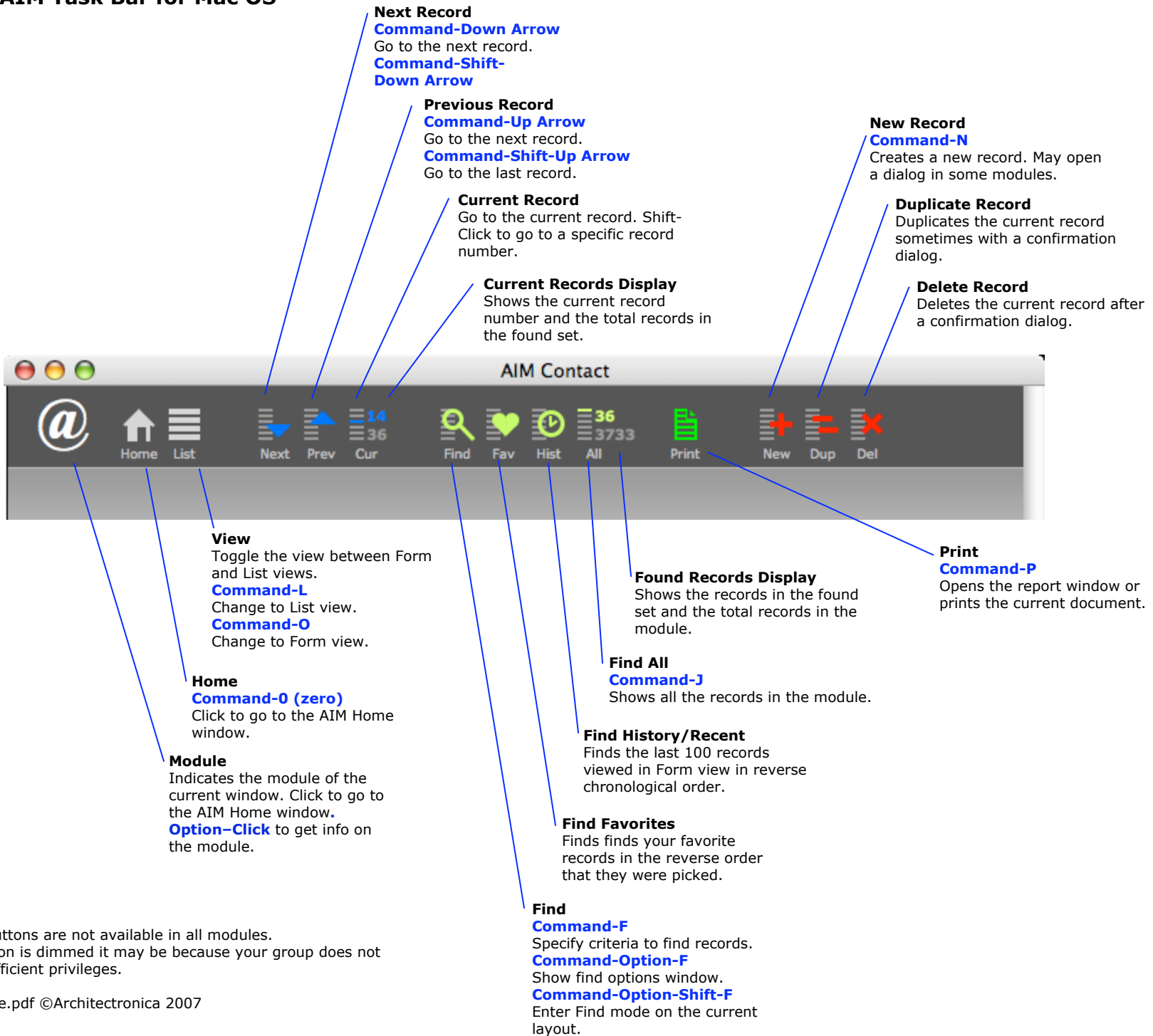


Figure 5 AIM Task Bar for Mac OS



Notes

- 1 Some buttons are not available in all modules.
- 2 If a button is dimmed it may be because your group does not have sufficient privileges.

Figure 6 AIM Body Elements

View Toggle Button

Toggles the view within the portal between List and Form views

Prev Button

Moves the selection to the next portal row.

Next Button

Moves the selection to the next portal row.

Up Button

Moves the selected portal row up 1 row.

Dn Button

Moves the selected portal row down 1 row.

Copy Button

Copies the selected or marked portal rows to a special clipboard.

Paste Button

Pastes the portal rows on the clipboard into the portal.

New Button

Creates a new portal row.

Dup Button

duplicates the selected portal row.

Del Button

Deletes the selected portal row after a prompt.

Insert Button

Inserts text on the clipboard at the insertion point without styling.

Form Button

Changes the view within the portal to Form view and selects the clicked record.

Column Heading

Displays the name of the related field. Headings with black text can be sorted by clicking on the heading.

Marked Field

Check the box to mark the portal record.

Portal

Displays information from a related database. In a list view you will see many records. In a Form view you will see only one record.

Row/Record Number

Shows the line number. Click to select the row.

Portal Buttons

Portal buttons only effect records (rows) within the portal

Pop-up List

Recessed field with a triangle is a pop-up list.

Pop-up Menu

Raised field with a triangle is a pop-up menu.

Non-enterable

A recessed field with gray text and without a dotted line is not enterable.

Enterable Not Editable

A recessed field with gray text and with a dotted line is enterable but not editable.

Enterable and Editable

A recessed field with black text and with a dotted or solid line is enterable and editable.

Editable with Dialog

A raised field with black text and the cursor changes to a hand is editable with a pop-up dialog.

Buttons

Buttons have a raised appearance, the same color as the background and have black text or an icon. The cursor will change to a hand over buttons.

Form	▶			✓	Field 1	Field 2	
Prev	▲	1	▶	<input type="checkbox"/>	Editable	Not Editable	⬆
Next	▼	2	▶	<input checked="" type="checkbox"/>	Editable	Not Editable	
		3	▶	<input type="checkbox"/>	Editable	Not Editable	
Up	▲	4	▶	<input checked="" type="checkbox"/>	Editable	Not Editable	
Dn	▼						
Copy	⬅						
Paste	➡						
New	+						
Dup	=						
Del	×						
Insert	I						

Editable w/ List

Editable w/ Menu

Not Enterable

Enterable Not Editable

Enterable and Editable

Editable with Dialog

Button

Figure 7 AIM Menus & Keyboard Shortcuts

Notes

Contact module windows are shown. Menus for other modules are similar.

Mac OS keyboard shortcuts are shown for Windows use Control key.

Module Navigation
Press the Cntrl (Windows) or Command (Mac OS) key and the number to open the module.

New, Duplicate, Delete
Commands for creating duplicating or deleting records in the module.

Change View
Commands to change the view to Form or List.

History Navigation
Move to the next or previous record in your record history.

Record Navigation
Move to the first, last, next, previous or specific record.

Find Quick
A simple method of finding records.

Find Favorites, Recent, Marked
Find your favorite, recent, or marked records.

Close Window
Actually hides the window.

Find Other
More module specific find and filtering options.

Find Mode
Find on any field in the current view.

Tab Navigation
Change the current view to next or previous tab.

Sorting
Change the display order of the records in the found set.

Zoom
Change the magnification of the current view.

Printing
Commands printing reports or documents.

Save Changes
Saves changes to the current record and force the display to update.

FileMaker Pro
General, memory, and plug-in preferences.

Contextual Menu
In any editable field right-click (Windows) or control-click (Mac OS).

AIM

Home	⌘0
Contacts	⌘1
Timecard	⌘2
Documents	⌘3
Calendar	⌘4
Projects	⌘5
Budget	⌘6
Billing	⌘7
Staff	⌘8
Details	⌘9
Show All Modules	
Hide All Modules	
Open All Modules...	
Close All Modules...	
AIM Licenses...	
AIM System Info...	
AIM Administration...	
About AIM...	
Close AIM...	

General AIM Info
Information provided by these commands may be useful for troubleshooting.

Close Module
Closes the module.

Contact

New Contact	⌘N
Duplicate Contact...	
Delete Contact...	
Import Contacts...	
Export Contacts to	▶
Export Field Contents...	
Create Document...	
Email Current Contact	
Email Found Contacts...	
Get Map	
Lock Found Contacts...	
Unlock Contacts...	
Mark Found Contacts...	
Unmark Contacts...	
Print Quick	
Print View...	
Print Report...	⌘P
Print Envelope...	
Print Label...	
Edit Categories...	
Contact Preferences...	
Close Contacts	

FileMaker Pro

Preferences...	⌘,
Services	▶
Hide FileMaker Pro	⌘H
Hide Others	
Show All	
Quit FileMaker Pro	⌘Q

FileMaker Preferences
General, memory, and plug-in preferences.

Edit

Undo Typing	⌘Z
Cut	⌘X
Copy	⌘C
Copy Address 1	
Copy Address 2	
Paste	⌘V
Paste Without Style	⌘⇧V
Insert	▶
Clear	
Select All	⌘A
Find/Replace	▶
Spelling	▶
Text Ruler	
Format	▶
Remove Text Format	⌘⇧P
Relookup Field Contents	
Replace Field Contents...	⌘=
Switch Addresses...	
Format Phones...	
Revert Changes...	
Save Changes	⌘S

View

View as Form	⌘O
View as List	⌘L
Back	⌘←
Forward	⌘→
Go to Contact	▶
Previous Tab	⌘[
Next Tab	⌘]
Sort Contacts...	
Unsort Contacts	
Zoom In	⌘⇧=
Zoom 100%	⌘⇧\
Zoom Out	⌘⇧-

Specify...

First	⌘⇧↑
Previous	⌘↑
Current	
Next	⌘↓
Last	⌘⇧↓

Find

Find Quick...	⌘F
Find My Favorite Contacts	
Find My Recent Contacts	
Find My Marked Contacts	
Find All Contacts	⌘J
Omit Contact	⌘T
Omit Multiple Contacts...	⌘⇧T
Find Omitted Contacts	
Find Duplicate Names...	
Find Contact Set...	
Save Found Contacts as Set...	
Find Other...	⌘⇧F
Find Mode	
Modify Last Find	⌘R

Window

Minimize Window	⌘M
Hide Window	
Close Window	⌘W

Help

About AIM Contact...	
AIM Help...	

Figure 8 Reports Window, Reports Tab

Sort Buttons
Click the column heading to sort by the column. Current sort, column is shaded.

Tabs
Click to select the desired tab.

Selected Report
The selected report is marked and shaded. Click on a report to select it.

Available Reports
Only the reports your group has access to are shown.

Report On Option
Select which records you want to report on.

Preview Option
Check to preview reports before printing.

Total Pages Option
Check to show the total number of pages on the report.

Report Title Option
Edit to change the report title temporarily while printing.

Preview Report
Click to preview the selected report.
Command-P

Print with Dialog
Print the report without previewing.
Command-Shift-P

Print One without Dialog
Print one copy without previewing.
Command-Option-P

Cancel
Click to hide the Reports window and return to the module window.
Command-W

✓	No.	Title	Notes	Sort By	Page Size	Orientation
<input checked="" type="checkbox"/>	1	Mailing Labels 1	Avery 5160 x 2-5/8	Address	US Letter	Portrait
<input type="checkbox"/>	2	Mailing Labels 2	Avery 5160 x 2-5/8	Address	US Letter	Portrait
<input type="checkbox"/>	3	Mailing Labels (large)	Portion of 8-1/2 x 11	Address	US Letter	Landscape
<input type="checkbox"/>	4	Form Letter		None	Other	Portrait
<input type="checkbox"/>	5	Envelopes	Standard business	Address	#10 Envelope	Landscape
<input type="checkbox"/>	6	Envelopes	Monarch envelope	Address	Monarch	Landscape
<input type="checkbox"/>	7	Large Print	Intended for single	None	US Letter	Portrait
<input type="checkbox"/>	8	Organizer 1		List As	US Letter	Portrait
<input type="checkbox"/>	9	Organizer 2	6.9 x 9.8	List As	US Letter	Portrait
<input type="checkbox"/>	10	Contact List		List As	US Letter	Landscape
<input type="checkbox"/>	11	FAX List	FAX numbers by	Company	US Letter	Portrait
<input type="checkbox"/>	12	Phone List	Names & telecom info,	List As	US Letter	Portrait
<input type="checkbox"/>	13	Identical Labels	Avery 5160 x 2-5/8	None	US Letter	Portrait

Report On
☒ Current Contact (Istanbulu, Aleks)
☐ Found Contacts (36 of 3733)
☐ All Contacts (3733 of 3733)

Pages ☒ Number Start at 1 ☒ Total

Report Title Mailing Labels 1

100 Browse

Figure 9 Reports Window, Envelopes Tab

Sort Buttons
Click the column heading to sort by the column. Triangle indicates current sort, column is shaded.

Selected Item
The selected item is shaded. Click on an item to select it.

Return Address Field
Edit to override default address (may not print on all items).

Misc Field
Prints in the lower left corner of the item (may not print on all items).

Preview Button
Click to preview the selected item.
Command-P

Print... Button
Prints the item with a Print dialog.
Command-Shift-P

Print One Button
Prints the item without previewing or dialogs.
Command-Option-P

Edit Button
If your group has Edit Report privileges you can edit item parameters. See the AIM_Admin_Guide.

Cancel Button
Click to hide the Reports window and return to the module window.
Command-W

Address Fields
Fields are overwritten when selecting a contact.

Name Field
Click to select from a pop-up list of name variations.

Clear Contact Button
Click to clear the contact and address fields.

Switch Contact Button
Click to switch addresses if the picked contact has 2 addresses.

Pick Contact Button
Click to pick a contact.

Scroll Bar
Scroll to see additional reports.

Tabs
Click to select the desired tab.

AIM Report
Envelopes & Labels

Title	Notes	Page Size	Orientation
No. 10 Envelope		#10 Envelope	Landscape
Monarch Envelope		Monarch Envelope	Landscape
Label 1	Top Left	US Letter	Landscape
Label 2	Middle Left	US Letter	Landscape
Label 3	Bottom Left	US Letter	Landscape

Return Address

Misc

Contact: Isakson, Barry

Home Office

Name: Mr. Barry Isakson, A.I.A.

Department

Company: Architectronica

Street: 8020 W Manchester Ave No 221

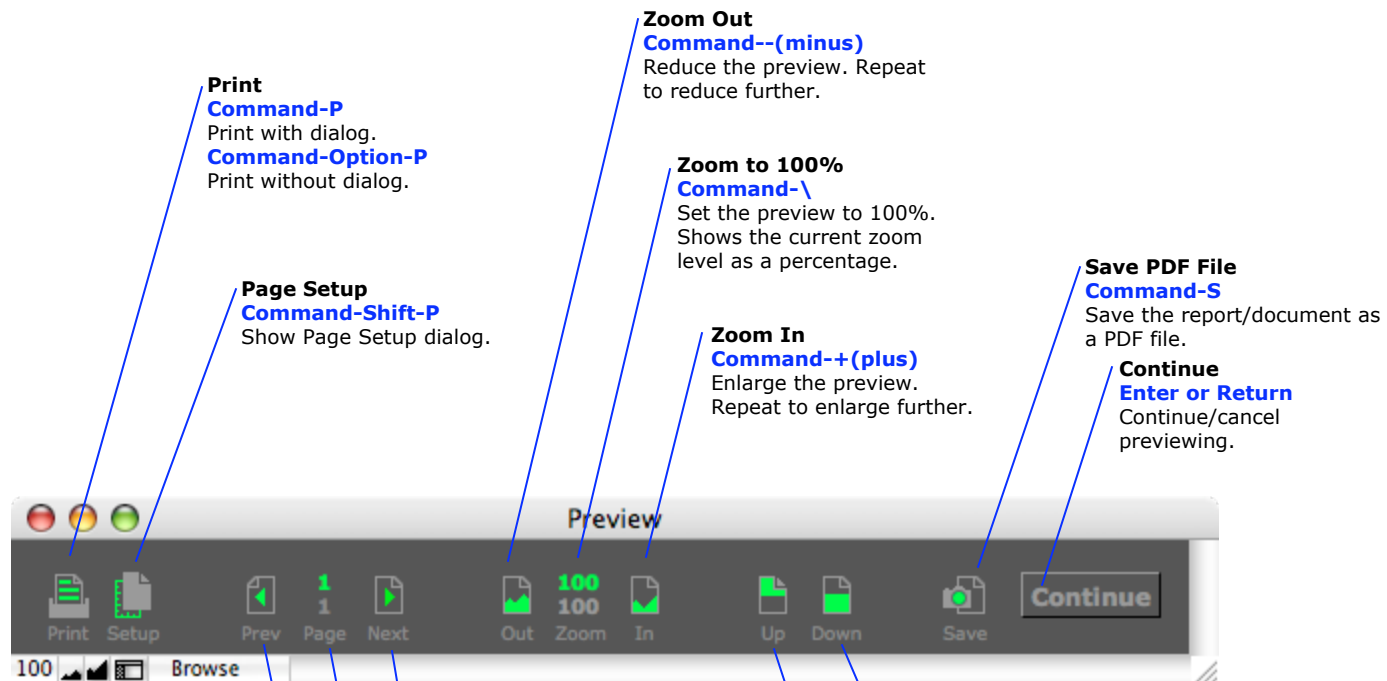
City, St, Zip: Playa del Rey CA 90293

Country

Preview... Print... Print One Close

100 Browse

Figure 10 AIM Print Preview for Mac OS



Additional Commands

Cancel Preview/Close Window

Command-W

Copy a picture of the current page to the clipboard.

Copy Page

Command-C

Copy a picture of the current page to the clipboard.

Email PDF

Command-E

Save the Document/Report as a PDF file and attach it to an email.