

# Public-Private Dialogue

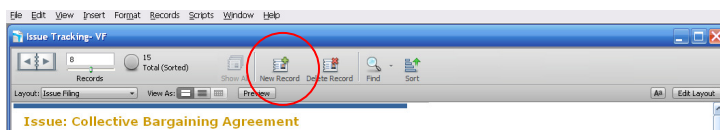
## The PPD Reform Tracking Tool

### 5 - Entering records

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#### ***Create the first record***

1. In Browse Mode Press “New Record” on the tool bar status to begin the data entry.



2. Select the Name of the Working Group in the Working Group field.
3. Press Tab to move to the next field.
4. Type the Name of the Submitter
- 5.. Press Tab to move to the next field and so on..

#### ***Create another record***

1. Choose Records menu > New Record or Click “New Record”
2. Click the book icon to see each record.

#### ***Modify data in a record***

Suppose you realize that your Working Group is not Tourism but Tax. You can easily correct the entry.

1. Go to the record.
2. Select a new name in the Working Group field
3. Click an empty area outside the field to save the change.

#### ***Delete a record***

1. Go to a record that you created.
2. Choose Records menu > Delete Record or click Delete`

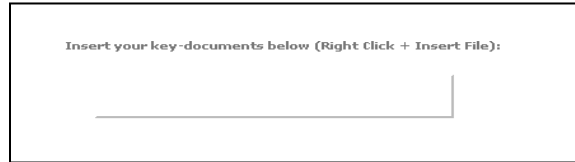
3. Click Delete in the confirmation dialog box.

Notice in the status area that only two records remain in the database.

### ***Insert a file in the container field***

In the “*container field*” you can store pictures, QuickTime files, sounds you record, or any other type of file that you want to track in a database.`

1. Select the container field.
2. Choose Insert menu > File.
3. Click Open.



When you insert a file, FileMaker Pro displays the file's icon and name in the container field but not the actual content of the file.