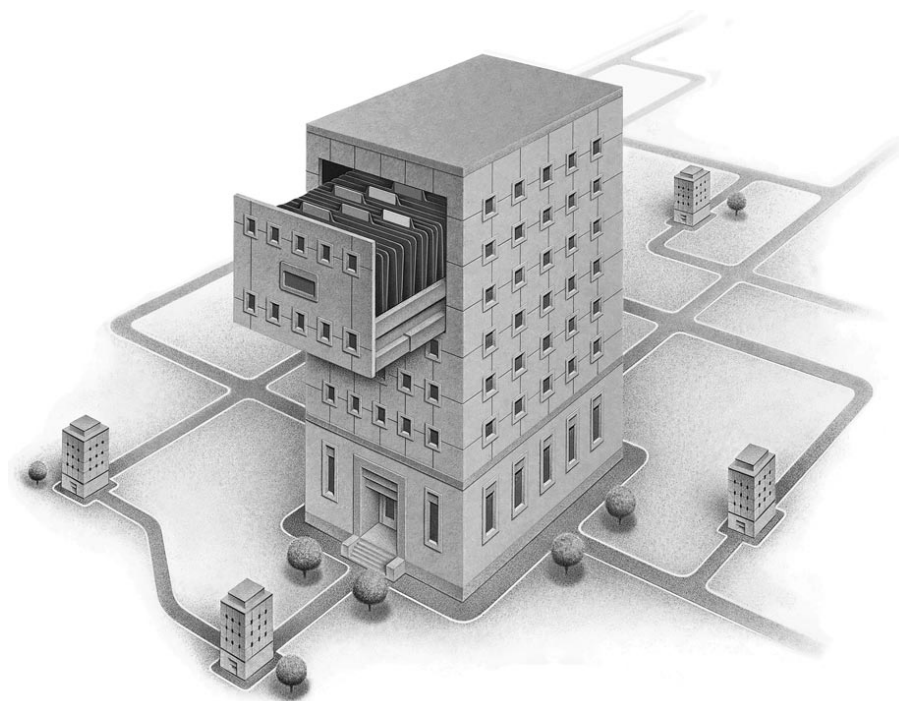


F O R M A C I N T O S H



# FileMaker<sup>PRO</sup> *Server*

## ADMINISTRATOR'S GUIDE

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# Welcome to FileMaker Pro Server

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Welcome to the FileMaker® Pro Server application from Claris Corporation. FileMaker Pro Server gives you enhanced file sharing capabilities on your network when used in conjunction with the FileMaker Pro 3.0 database management application, also from Claris.

## Introducing FileMaker Pro Server

You've always been able to share database files in FileMaker Pro using a peer-to-peer sharing scheme with the Multi-User command. Now you can use the FileMaker Pro Server application as a *dedicated host* to open FileMaker Pro files and make them available to FileMaker Pro 3.0 guests on your network. FileMaker Pro Server acts only as a host, and uses advanced client/server technology to take care of much of the background work associated with managing files, thereby enhancing performance for FileMaker Pro guests accessing those files.

FileMaker Pro Server also increases the number of simultaneous FileMaker Pro guests that can access a database file over a network from 25 to 100. See appendix A, "Technical specifications and optimization," for more information.

**Note** This guide assumes you're familiar with general database concepts as well as the basics of FileMaker Pro. If you're not, refer to the *FileMaker Pro User's Guide*, especially the first two chapters, for more information.

## How does FileMaker Pro Server work?

The FileMaker Pro Server application is a tool to use with FileMaker Pro 3.0 in a network environment to:

- enhance the guests' performance
- increase the number of FileMaker Pro guests who can connect to a file hosted by FileMaker Pro Server
- increase the number of files that can be hosted on FileMaker Pro network
- host files in more than one network protocol simultaneously

FileMaker Pro Server acts only as a dedicated host to the FileMaker Pro files; you can't see or modify data in these files with FileMaker Pro Server. Use FileMaker Pro Server to:

- open—or *host*—a FileMaker Pro database file, making it available to FileMaker Pro guests on the network
- view information *about* the files being hosted, like the number of users accessing each database
- send messages to guests of hosted files
- close a hosted FileMaker Pro file, making it unavailable to FileMaker Pro guests
- disconnect a selected FileMaker Pro guest from a particular hosted file or all hosted files

When you start the FileMaker Pro Server application, it automatically opens and hosts all multiuser FileMaker Pro files located in the same folder as (or the first level of subfolders of) the application, up to a maximum of 100 files. This lets you easily set up the database files that you always want FileMaker Pro Server to host on the network.

Keep in mind the following points about the different uses of FileMaker Pro Server and FileMaker Pro:

- Use FileMaker Pro Server to open and host FileMaker Pro files that you want to make available to FileMaker Pro guests on your network.
- As a dedicated host, FileMaker Pro Server *only* hosts the files. FileMaker Pro Server can't access or modify the information in the files. Use FileMaker Pro as a guest to work with the information in the files.
- Use FileMaker Pro to create database files or modify the structure of existing files (for example, field definitions and access privileges). Most other database design tasks (like creating and modifying layouts, editing data, and adding and deleting records) can be done by a guest of FileMaker Pro Server.

See chapter 2, “Using FileMaker Pro Server,” for more information.

## What's new in FileMaker Pro Server 3.0

The new features of FileMaker Pro Server 3.0 include:

- A new relational database engine to match the FileMaker Pro 3.0 relational engine

- Ability to automatically open any database residing in the FileMaker Pro Server 3.0 Folder or in enclosed folders one level down
- A maximum file size of 2 GB (gigabytes) to match the FileMaker Pro 3.0 maximum file size
- Ability to host up to 100 files. One guest can open up to 50 files at the same time.
- Support for simultaneous AppleTalk®, IPX/SPX, and TCP/IP (with Open Transport 1.1) networking with both Mac™ OS and Windows guests. Guests can use the protocol of their choice to network with FileMaker Pro, when FileMaker Pro is the host.
- A new Schedules dialog box to set up and run regular backups of the hosted files
- Enhancements to the administer window that give you more categories of statistics to view, more information on open databases and connected guests, and the ability to send messages to guests at any time

See chapter 2, “Using FileMaker Pro Server,” for more information on these and other new features.

## Using this guide

This administrator’s guide describes the features of FileMaker Pro Server and gives comprehensive, step-by-step instructions, reference information, and technical specifications. It’s organized by task.

This guide presents special information in the following ways:

**Note** messages give extra information about a procedure.

**Tip** messages give helpful information or describe a different way to do something.

**Important** messages alert you to situations that require special attention, such as an action you can’t undo.

## Getting customer support

To learn about Claris Technical Support and Claris Customer Assistance, their hours of operation, and their telephone numbers, see the *Claris® Service Directory* included in the product package.

# Chapter 1: Installing FileMaker Pro Server

This chapter gives step-by-step instructions for installing the FileMaker Pro Server application and associated files on your Mac OS computer.

**Note** These instructions assume you're familiar with standard mouse techniques like clicking and dragging. If you need more information about mouse techniques or working with disks, see the documentation that came with your computer.

## What's in the FileMaker Pro Server Package

The FileMaker Pro Server package includes:

Package component	Description
Software floppy disk	The Installer application and the Install FileMaker Pro Server document it uses to install FileMaker Pro Server on your computer, as well as all the files you need to use FileMaker Pro Server
<i>FileMaker Pro Server Administrator's Guide</i>	Installation instructions and information about how to use FileMaker Pro Server
<i>Claris Service Directory</i>	Information about Claris Technical Support and Claris Customer Assistance
Claris registration card	Information to register your copy of FileMaker Pro Server
Open Transport 1.1 disks	The Open Transport 1.1 networking software to install separately if you want to use the TCP/IP protocol with FileMaker Pro Server
<i>Open Transport User's Guide</i>	Installation instructions and information about how to configure network protocols using Open Transport

## What you need

To use FileMaker Pro Server, you need the disk in the FileMaker Pro Server package and the following equipment and software.

### Mac OS system requirements

- any Apple® Power Macintosh®, Macintosh® with a 68030 processor (or better), or compatible computer, running Apple System 7.1 or later. FileMaker Pro Server runs in native mode on a Power Macintosh. There are no differences in the way you install or use FileMaker Pro Server on a Power Macintosh from the way you install or use the application on a 68K Macintosh or equivalent.

- an internal or external hard disk
- one 1.4 MB disk drive for installation
- at least 8 MB of available system memory (RAM)
- at least 450K of free disk space to install the FileMaker Pro Server application. Allow 1200K to install the application and all related files (what's installed if you do the "Easy installation" on page 1-5). Also allocate disk space for database files, which should be located on the same disk as the FileMaker Pro Server application.

FileMaker Pro Server is designed to run by itself on a *dedicated* computer—a computer where no other applications are normally running. Avoid installing FileMaker Pro Server on a computer that is a user's primary workstation. When FileMaker Pro Server is hosting many guests or a large number of database files, it uses a high level of processor and network capacity. Other processor-intensive applications or heavy network traffic on the same computer may cause FileMaker Pro Server to run more slowly and degrade the performance of FileMaker Pro on guest computers.

**Important** FileMaker Pro Server can open and host only FileMaker Pro 3.0 (or later) files. For information on converting files, see "Converting files from earlier versions of FileMaker Pro" on page 2-3. For details about using FileMaker Pro 3.0 to open files hosted by FileMaker Pro Server, see *FileMaker Pro User's Guide*.

## Networking requirements

To share files among users on a network, you can use AppleTalk, Novell MacIPX, or TCP/IP networking. At this time, FileMaker Pro Server only runs on Mac OS, but you can use FileMaker Pro for Windows to access files hosted by FileMaker Pro Server.

Guests can use the following network protocols to access database files hosted by FileMaker Pro Server:

Network protocol	Mac OS platform	Windows platform
AppleTalk	Apple LocalTalk® (provided by your system) or Apple EtherTalk® (Phase I or II)	(AppleTalk isn't supported in FileMaker Pro 3.0 for Windows)
IPX/SPX	MacIPX 1.2.1 (or later)	Microsoft IPX/SPX compatible protocol



Network protocol	Mac OS platform	Windows platform
TCP/IP	Apple MacTCP® 2.0.6 (or later) or Open Transport 1.0.8 or later (version 1.1 is included in the FileMaker Pro Server 3.0 package)	Microsoft TCP/IP-32

See the documentation that came with your operating system and network software for more information.

## Before you begin

Before you begin the installation process, make a backup copy and register your new software.

### Make a backup copy

To protect your software, lock your FileMaker Pro Server disk and make a backup copy of the disk before you start the installation procedure. If you need information on locking and copying disks, see the documentation that came with your computer.

After you make a backup copy, store the original disk in a safe place. Lock the copy and use it for installation and everyday work.

**Important** When you name the backup disk, give the blank disk the same name as the disk you're copying, for example, *Disk 1*. The Installer won't recognize the disk if its name is different from the original. Be sure you haven't created an extra folder named *Disk 1* on the backup disk. (This happens when you drag the disk image onto the backup disk to make the copy.) If you have a folder named *Disk 1* on your backup disk, drag everything out of this folder onto the disk's window and then throw away the empty Disk 1 folder.

### Register with Claris

Take a minute to complete and mail the postage-paid product registration card for your new software, or call (800) 356-6657 to register by phone. Keep the part of the card with your serial number on it in a safe place.

For information about customer support, see the *Claris Service Directory* included in the product package.

## Installing FileMaker Pro Server

Use the Installer to install the complete FileMaker Pro Server package on your hard disk. The Installer creates a folder called FileMaker Pro Server 3.0 Folder. To host database files located in a folder from a previous version of FileMaker Pro Server, move them into the FileMaker Pro Server 3.0 Folder.

The following table shows the files and folders you can install and the best location for them on your hard disk.

File	Description	Preferred location on hard disk
FileMaker Pro Server	FileMaker Pro Server application	FileMaker Pro Server 3.0 Folder
MacIPX	A control panel for configuring MacIPX version 1.2.1	Control Panels folder in your System Folder
MacIPX AppleTalk MacIPX Ethernet MacIPX Token Ring	MacIPX interface files	Extensions folder in your System Folder. (If you drag the files onto the System Folder, they're not moved into the Extensions folder as you would expect. You <i>must</i> move the files manually if you don't use the Installer.)
Thread Manager	Software that lets FileMaker Pro Server process more than one action at once	Extensions folder in your System Folder
FM Pro Server Apple Events	A FileMaker Pro database that gives an introduction to the Apple events supported by FileMaker Pro Server, so you can control it using AppleScript® or similar applications. (See the documentation that came with AppleScript or other applications for details on how to send events to FileMaker Pro Server.)	Apple Events Information folder in the AppleScript Examples folder in your FileMaker Pro Server 3.0 Folder
AppleScripts	Sample template scripts to use for running backups in the Schedules dialog box	AppleScript Examples folder in your FileMaker Pro Server 3.0 Folder
Read Me	A text file containing important information	FileMaker Pro Server 3.0 Folder

Keep these points in mind:

- The Thread Manager system extension, which is included on your FileMaker Pro Server disk, must be installed in the Extensions folder within the System Folder on your startup disk if you are using System 7.1 or System 7 Pro. If your computer is running System 7.5 or later, the Installer doesn't install Thread Manager because its functionality is included with the system software.
- If you install onto a disk that isn't your startup disk, the Installer puts the Thread Manager and the MacIPX files in their preferred locations in the System Folder of the startup disk.

## Easy installation

To install FileMaker Pro Server on your hard disk:

1. Disable system extensions—especially virus protection software—and file sharing.

A quick way to disable system extensions is to restart your computer while holding down the Shift key.

2. Insert the *Disk 1* backup disk into the floppy disk drive to install the application.

Lock your original FileMaker Pro Server disk and keep it in a safe place. See “Make a backup copy” on page 1-3 for more information.

You see the Disk 1 window on your screen. If you see only the Disk 1 disk icon, double-click the icon to open its window.

3. Double-click the Installer icon to start the Installer.
4. Click Continue to dismiss the Installer welcome screen.

You see the Install dialog box.



Installer

Installer icon

Click to select Custom Install or Custom Remove

Folder and disk where FileMaker Pro Server is installed



Select a different folder or disk to install onto

5. Leave Easy Install selected.

For information about Custom Install or Custom Remove, see “Custom installation” on page 1-7 and “Removing the software” on page 1-12.

6. To install the application onto a different disk or into a different folder from the one shown, click Select Folder.

In the dialog box that appears, use the Select button to choose a destination disk and folder. If you switch to a disk that isn't a hard disk or is locked, the Select button is dimmed.

7. Click Install.

If the selected drive doesn't have enough space, you see a message, and the installation is halted.

If the selected disk has enough space, the Installer begins copying files. A dialog box tells you what the Installer is doing. After all the files are installed, a final dialog box tells you the installation was successful.

Because the installation places new software in your System Folder, you must restart your computer to use the new software.

8. Click Restart to leave the Installer and restart your computer.

9. If you turned off virus protection and file sharing before installing, remember to turn them back on now.

See “Starting FileMaker Pro Server” on page 1-8 for information on starting the application.

## Custom installation

To install a subset of the FileMaker Pro Server files:

1. Follow steps 1 through 4 in the previous section.
2. Choose Custom Install from the pop-up menu in the top-left corner of the Install dialog box.

The dialog box lists the files you can install.



3. Click the checkboxes to select (or deselect) components for installation. Click the information button next to the selected component to see more information about the feature.

**Note** The use of MacIPX networking with FileMaker Pro Server is optional. If your network only needs to support guests using AppleTalk or TCP/IP, deselect the MacIPX components before clicking Install.

4. To install the application onto a different disk or into a different folder from the one shown, click Select Folder.

In the dialog box that appears, use the Select button to choose a destination disk and folder. If you switch to a disk that isn't a hard disk or is locked, the Select button is dimmed.

5. Click Install.

If the selected disk doesn't have enough space, you see a message, and the installation is halted.

If the selected disk has enough space, the Installer begins copying files. A dialog box tells you what the Installer is doing. After all the files are installed, a final dialog box tells you the installation on your hard disk was successful. If you install the Thread Manager or MacIPX software, you must restart your computer to use the new software.

6. Click Quit or Restart to leave the Installer and restart your computer, if necessary.
7. If you turned off virus protection and file sharing before installing, turn them back on.

See "Starting FileMaker Pro Server" on page 1-8 for information on starting the application.

## Configuring the MacIPX control panel

The MacIPX control panel configures itself after you install it and restart your computer. To change the MacIPX control panel to select a different network interface or to change any MacIPX parameters, see appendix A, “MacIPX control panel,” in *FileMaker Pro Installation and New Features Guide*.

## Using TCP/IP with FileMaker Pro Server

To use the TCP/IP protocol with FileMaker Pro Server, you must have Open Transport 1.0.8 or later installed on your computer. Use the Open Transport 1.1 disks included in the FileMaker Pro Server package to install Open Transport. See the Open Transport documentation for information on how to install Open Transport and configure TCP/IP.

## Starting FileMaker Pro Server



Start FileMaker Pro Server by double-clicking its icon in the FileMaker Pro Server 3.0 Folder, or by selecting the icon and choosing Open from the File menu. You can also make an alias to have FileMaker Pro Server start automatically each time you start your computer. See the next section for more information.

See “Personalizing your copy of FileMaker Pro Server” on page 1-9 for details on how to personalize the application the first time you start it.

## Making an alias

Previous versions of FileMaker Pro Server automatically put an alias of the application in the Startup Items folder of your System Folder. This caused FileMaker Pro Server to start up whenever you started your computer.

**Important** Throw away any alias from a previous version of FileMaker Pro Server in your Startup Items folder. To make an alias for FileMaker Pro Server 3.0, use these steps.

1. In the Finder™, select the FileMaker Pro Server icon in the FileMaker Pro Server 3.0 Folder.

2. Choose Make Alias from the File menu.

You see an alias of FileMaker Pro Server in the folder.

3. Copy or drag the alias into the Startup Items folder in your System Folder.



## Personalizing your copy of FileMaker Pro Server

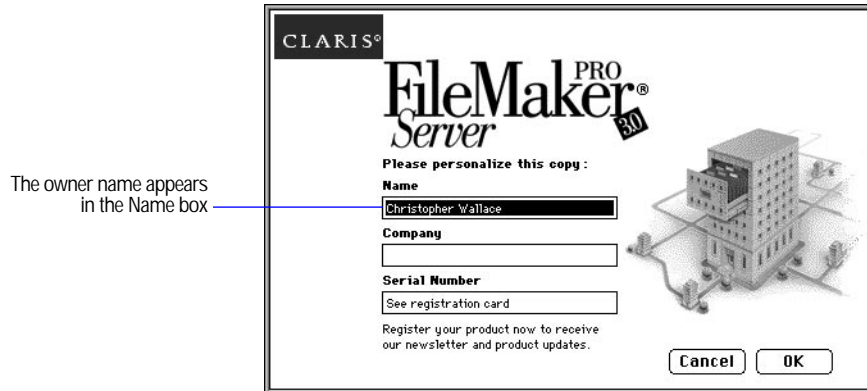
The first time you start FileMaker Pro Server, you're asked to supply your name, company name (if applicable), and software registration number. The information you type appears momentarily each time you start the application and also in the dialog box you see when you choose About FileMaker Pro Server from the Apple menu and then click Info.

To personalize your software:

1. If necessary, start FileMaker Pro Server.

See "Starting FileMaker Pro Server" on page 1-8.

You see the Personalize dialog box.



2. In the Name box, type your name, if necessary, and press Tab.

The insertion point moves to the next box.

3. Type your company name, if applicable, and press Tab.

If you don't have a company name, you can put other information (like your address) in the box, or leave it blank.

4. Type the serial number from your FileMaker Pro Server registration card.

The serial number is optional, but Claris recommends typing it here in case you lose your registration card. You need the serial number if you call Claris Technical Support or Customer Assistance.

Check your typing carefully. You can't change the name, company, or serial number after you click OK, unless you reinstall FileMaker Pro Server.

5. Click OK.

## Adjusting memory

Your computer sets aside a certain amount of memory for each application. When you start FileMaker Pro Server, it tells the computer how much memory it needs.

You can increase the amount of memory (RAM) set aside for FileMaker Pro Server if you want to host large database files or a large number of files. For more information on managing memory, see the documentation that came with your computer.

### Changing the amount of memory used

To change the amount of memory reserved for FileMaker Pro Server, keep these points in mind:

- FileMaker Pro Server comes configured to run on a computer with 8 MB of memory (RAM). This configuration supports the default maximum number of guests (25) and files (50). Increasing this amount can speed up overall performance, especially if you are working with large files or a large number of guests or files.
- The amount of memory you give to other applications affects the performance of FileMaker Pro Server. By not running other applications, you can assign all available memory to FileMaker Pro Server.
- Avoid specifying less memory than the Suggested size in the FileMaker Pro Server Info dialog box.

See appendix A, “Technical specifications and optimization,” for more information about memory requirements for different scenarios using FileMaker Pro Server.

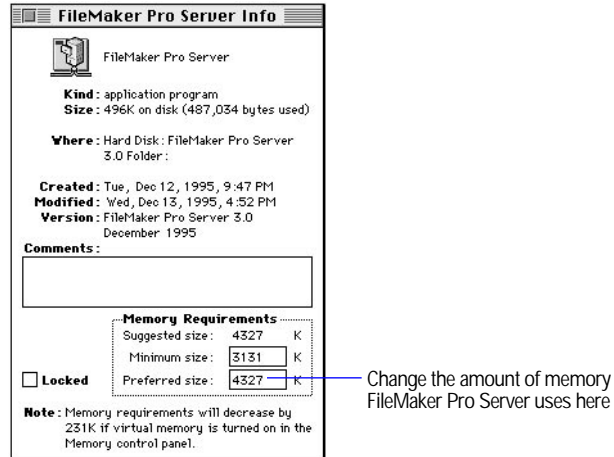
To change the amount of memory FileMaker Pro Server uses:

1. If FileMaker Pro Server is open, close the application by choosing Quit from the File menu.
2. In the Finder, open the FileMaker Pro Server 3.0 Folder and select the FileMaker Pro Server application icon.



3. Choose Get Info from the File menu.

You see the FileMaker Pro Server Info window.



4. In the Memory Requirements area at the bottom of the window, double-click the number labeled Preferred Size and type a number to change the memory allocated for FileMaker Pro Server.

Your FileMaker Pro Server Info box may look different depending on the version of the system software you're using. The number you need to change might be labeled Current size.

5. Click the close box.

The next time you start FileMaker Pro Server, the amount of memory you specified is used by the application.

**Note** Because FileMaker Pro Server and the virtual memory option available with System 7 both use your hard disk to transparently store temporary information, they don't work well together. Using virtual memory can slow down FileMaker Pro Server, so avoid using the virtual memory option or any third party virtual memory utility with the application. (See the documentation that came with your computer for more information about the virtual memory option.)

## Removing the software

You can use the Installer application to remove the FileMaker Pro Server files from your hard disk. No database files or folders (like the FileMaker Pro Server 3.0 Folder) are removed. You can delete any empty folders that remain after removing FileMaker Pro Server.

To remove FileMaker Pro Server:

1. Disable system extensions—especially virus protection software—and file sharing.

A quick way to disable system extensions is to restart your computer while holding down the Shift key.



2. Insert the backup disk into the floppy disk drive of your computer and double-click the Installer icon.
3. Click Continue to dismiss the Installer welcome screen.
4. In the Installer dialog box, select Custom Remove from the pop-up menu in the top-left corner of the dialog box.

The dialog box lists the files you can remove.

5. Click the checkbox next to the components you want to remove.

Click the information button next to the selected filename to see information about your selection.

6. Be sure the folder designated in the lower left of the dialog box is the folder where the software is located.

If you need to, click Select Folder and choose a different disk or folder.

7. Click Remove.

The Installer begins removing files. After all the files are removed, a final dialog box tells you the removal was successful. If you remove MacIPX or the Thread Manager from your System Folder, you must also restart your computer.

8. Click Quit or Restart to leave the Installer and restart your computer, if necessary.
9. If you turned off virus protection and file sharing before installing, remember to turn them back on now.

## Where to go from here

If you are	See
New to the FileMaker Pro family of products	The documentation that came with FileMaker Pro 3.0. After you install FileMaker Pro and are familiar with how it works, see chapter 2, “Using FileMaker Pro Server,” in this guide.
Experienced with FileMaker Pro	Chapter 2, “Using FileMaker Pro Server.” Be sure you understand the concepts in the networking chapter of <i>FileMaker Pro User’s Guide</i> .

## Chapter 2: Using FileMaker Pro Server

Use FileMaker Pro Server as a tool to *host* FileMaker Pro 3.0 database files for access by FileMaker Pro users on your network. FileMaker Pro Server by itself doesn't let you see or modify information in these hosted FileMaker Pro files. You can:

- open—or host—a FileMaker Pro database file, making it available to FileMaker Pro guests on the network
- view statistical information about the files that FileMaker Pro Server is hosting, like the number of guests accessing each database file or the number of files being hosted
- send messages to guests of hosted files
- close a hosted FileMaker Pro file, making it unavailable to FileMaker Pro guests
- disconnect a selected FileMaker Pro guest from a particular hosted file or all hosted files

### Hosting files

The FileMaker Pro Server application opens FileMaker Pro files for access by FileMaker Pro guests on the network.

Remember that double-clicking a FileMaker Pro file opens that file in FileMaker Pro, not FileMaker Pro Server. Use the techniques described in this chapter to open files with FileMaker Pro Server.

### Starting the application and opening files

When you start FileMaker Pro Server, the application automatically opens all multiuser FileMaker Pro 3.0 files or aliases located in the FileMaker Pro Server 3.0 Folder (or in enclosed folders one level down). Up to a maximum of 100 files can be made accessible to FileMaker Pro 3.0 guests on the network. Each FileMaker Pro guest may open up to 50 files at a time, as long as the combined number of open files doesn't exceed 100.

Use one of four ways to have FileMaker Pro Server open FileMaker Pro files:

- If FileMaker Pro Server isn't already running, double-click the FileMaker Pro Server application icon to start the application. See the next section for details.



- After FileMaker Pro Server is running, use the Open Database button in the administer window. See “Opening a file as the host” on page 2-8 and “Opening a database file remotely” on page 2-24 for more information.
- Drag a multiuser FileMaker Pro file onto the FileMaker Pro Server application icon. This technique works whether or not FileMaker Pro Server is already running.
- Use Apple events to send an open file command to FileMaker Pro Server. See the FM Pro Server Apple Events sample file (installed in the Apple Events Information folder in the AppleScript Examples folder in the FileMaker Pro Server 3.0 Folder) for information on using Apple events with FileMaker Pro Server.

To open a FileMaker Pro file if FileMaker Pro Server isn't already running:

1. Be sure the FileMaker Pro file is set to Multi-User.

FileMaker Pro Server can't open a FileMaker Pro database set to be a single-user file. To change this option, open the file in FileMaker Pro 3.0 and choose Single-User from the File menu. The menu item changes to Multi-User.

2. In the Finder, place the FileMaker Pro file or files—or aliases to those files—that you want FileMaker Pro Server to open in the same folder as the FileMaker Pro Server application.

Up to 100 multiuser FileMaker Pro 3.0 database files located in the same folder as (or subfolders one level down of) the FileMaker Pro Server application are opened when FileMaker Pro Server starts up. For information on using files from earlier versions of FileMaker Pro, see the next section, “Converting files from earlier versions of FileMaker Pro.”

3. Double-click the FileMaker Pro Server application icon.

- You can also drag one or more FileMaker Pro files onto the FileMaker Pro Server application icon to open specific files.
- If FileMaker Pro Server is already running, drag the FileMaker Pro file or files you want opened onto the open FileMaker Pro Server application icon in the Finder.



FileMaker Pro Server opens the FileMaker Pro files for access by FileMaker Pro 3.0 guests on the network. You can't see or modify information in these files using FileMaker Pro Server.

FileMaker Pro Server displays a message if it can't open any of the database files and writes a description of the problem to the FileMaker Pro Server Log. See “Examining the log file” on page 2-4 and appendix A, “Technical specifications and optimization,” for more information.

**Important** If the database file you're hosting uses the Today function to calculate dates, you must close and reopen it each day using the FileMaker Pro Server application to update the dates correctly. See "Using the Today function with FileMaker Pro Server" on page 2-26 for more information.

Keep these points in mind when opening FileMaker Pro files for FileMaker Pro Server to host:

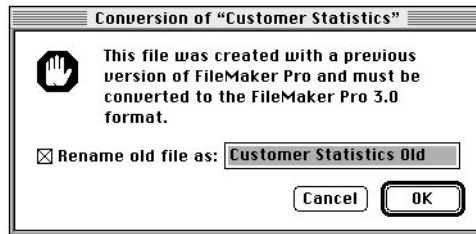
- Although it's possible for FileMaker Pro Server to open and host FileMaker Pro files located on a different computer, avoid doing so. For optimal performance, put database files you want FileMaker Pro Server to host on the same computer as the application. The best location for these files is within the same folder as (or subfolders one level down of) the FileMaker Pro Server application, to take advantage of the application's ability to open all files in these locations when it's started.
- After FileMaker Pro Server is running, you can also use FileMaker Pro (installed on the same computer or remotely across a network) to control FileMaker Pro Server. See "Using FileMaker Pro to control FileMaker Pro Server remotely" on page 2-21 for details.
- FileMaker Pro Server can host FileMaker Pro files created on either the Mac OS or Windows platform, but the files must reside on the Mac OS computer. A FileMaker Pro for Windows guest using IPX/SPX or TCP/IP can access database files opened by FileMaker Pro Server and do the same tasks as a Mac OS guest. For more information on cross-platform file sharing, see chapter 7, "Networking and access privileges," in *FileMaker Pro User's Guide*.

## Converting files from earlier versions of FileMaker Pro

FileMaker Pro Server 3.0 can't open files created with versions of FileMaker Pro earlier than 3.0. Use the FileMaker Pro 3.0 application to convert files from earlier versions.

1. Start FileMaker Pro 3.0.
2. Choose Open from the File menu, and select the file you want to convert in the Open dialog box.

You see the conversion dialog box.



3. Type a name to rename the original file, or click to deselect the Rename old file as checkbox to keep the name of the file, and then click OK.

The original file remains in the older format. After you click OK, another dialog box appears so you can name the file that will be created and saved in the new format. You can't use the converted file with versions of FileMaker Pro earlier than 3.0.

4. Click Save to start the conversion.

FileMaker Pro converts the file and opens it.

5. If Single-User appears in the File menu, select it to change it to Multi-User.

Database files must be set to Multi-User for FileMaker Pro Server to host them.

6. Close the file.

You can now open this file with FileMaker Pro Server.

## Examining the log file

FileMaker Pro Server creates a log file to help you keep track of its activities. This file contains time-stamped information on:

- FileMaker Pro Server starting up and quitting, as well as the size of the database cache
- database files opened and closed by FileMaker Pro Server
- guests that connect and disconnect to FileMaker Pro Server, as well as the files they access
- any unusual condition that occurs when FileMaker Pro Server is running

The file, called FileMaker Pro Server Log, is created in the FileMaker Pro Server 3.0 Folder. Use any application capable of opening plain text files to view or print it. You can have the log file open when FileMaker Pro Server is running, but you won't see updates to the log file while it's open; you must close it and then reopen it to see changes. For more information about the log file and error conditions it reports, see appendix A, "Technical specifications and optimization."

FileMaker Pro Server creates a new log file each time you start FileMaker Pro Server and renames the previous file FileMaker Pro Server Last Log. To save a particular log file, rename it in the Finder.

## Using the administer window

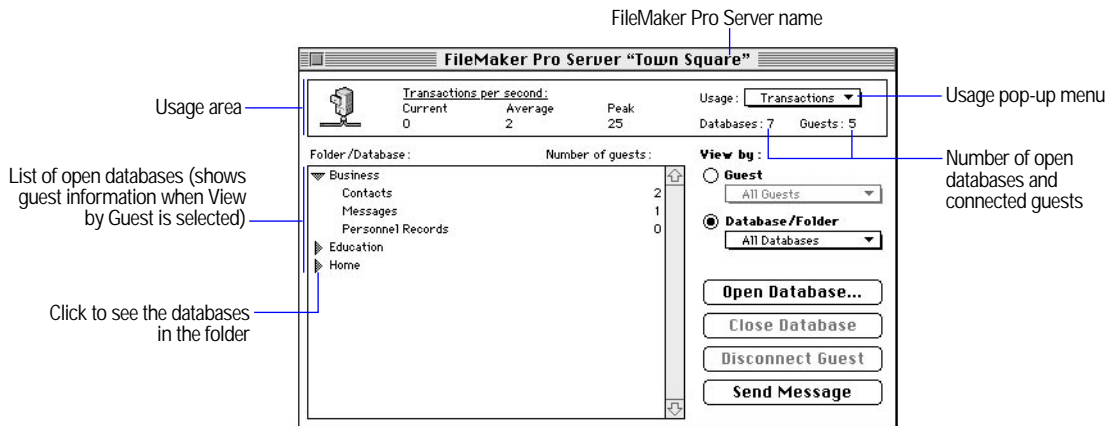
Use the administer window to view and control the database files hosted by FileMaker Pro Server and the guests using them. You also can see statistics for one of several categories in the usage area of the window.

### Opening the administer window

To open the administer window:

1. Choose Administer from the File menu.

You see the administer window.





- Choose from the Usage pop-up menu to set the category of information FileMaker Pro Server displays for Current, Average, and Peak in the usage area of the window.

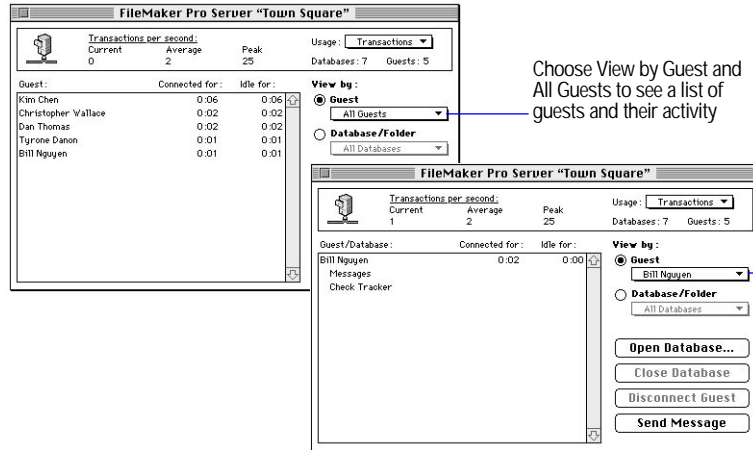
<b>Choose</b>	<b>To see statistics on</b>
Transactions	Transactions per second
Network	Network KB per second (or MB if network activity is greater than 10 MB per second)
Disk	Disk KB per second (or MB if disk activity is greater than 10 MB per second)
Cache hits	Cache hit % (should be a high number; if it isn't, you might need to allocate more memory to FileMaker Pro Server)
Cache swaps	Cache swap % (should be a low number; if it isn't, you might need to allocate more memory to FileMaker Pro Server)
Databases	Open databases (use this information to set the Maximum number of files preference)
Guests	Connected guests (use this information to set the Maximum number of guests preference)

FileMaker Pro Server updates the statistics in the usage area every 15 seconds or less but no more than once a second. Although this reduces the overhead required to calculate the statistics, it means the statistics are approximations of how FileMaker Pro Server is using resources.

- Use the View by options to choose what information you see in the list.

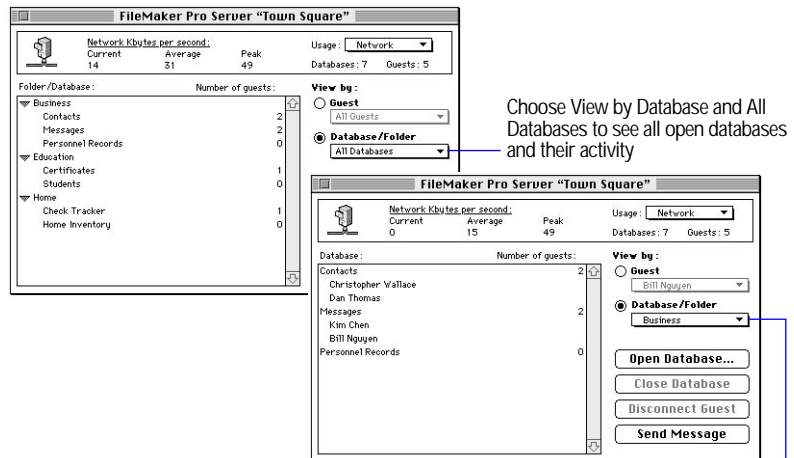
<b>Click</b>	<b>And choose this from the pop-up menu</b>	<b>To see</b>
View by Guest	All Guests	A list of FileMaker Pro guests accessing the database files hosted by FileMaker Pro Server, with time values in the Connected for and Idle for columns
View by Guest	<guest name>	Detailed information on a single guest, including the database files that guest has open and time values in the Connected for and Idle for columns
View by Database	All Databases	A list of the database files hosted by FileMaker Pro Server, with the number of guests connected to each database and the folders containing the files
View by Database	<folder name>	A list of the database files in the selected folder, including the number and names of the guests connected to each database

**Tip** You can switch between the All Guests or All Databases view and the individual views by double-clicking an item in the list.



Choose View by Guest and All Guests to see a list of guests and their activity

Choose View by Guest and a guest name to see the databases in use by a single guest



Choose View by Database and All Databases to see all open databases and their activity

Choose View by Database and a folder name to see all databases in the folder and their guests

## Opening a file as the host

To open a multiuser FileMaker Pro 3.0 file for guest access using FileMaker Pro Server:

1. In FileMaker Pro Server, choose Administer from the File menu if the administer window isn't already open.
2. Click Open Database.

You see the Open dialog box.



3. Select the name of the file to open and click Open (or double-click the filename).

FileMaker Pro Server opens the file and makes it available to FileMaker Pro guests on the network. In a moment the database name appears in the list of the administer window (if View by Database is selected). You can't see or modify information in these files using FileMaker Pro Server.

FileMaker Pro Server displays a message if it can't open the selected database file and writes a description of the problem to the FileMaker Pro Server Log. See "Examining the log file" on page 2-4 and appendix A, "Technical specifications and optimization," for more information.

**Important** If the database file you're hosting uses the Today function to calculate dates, you must close and reopen it each day using the FileMaker Pro Server application to update the dates correctly. See "Using the Today function with FileMaker Pro Server" on page 2-26 for more information.

For information on using files from earlier versions of FileMaker Pro, see "Converting files from earlier versions of FileMaker Pro" on page 2-3.

## Sending messages to guests

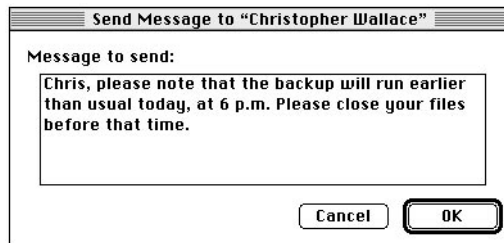
To send a message at any time to one or more guests:

1. In the administer window, make a selection.

Select	To send a message to
A database file	All guests of the database
A folder	Guests of the databases in the folder
A guest	One guest
Nothing	All guests

2. Click Send Message.

You see the Send Message dialog box with the name of the selected recipient(s) in the title bar.



3. For Message to send, type text, and then click OK.

FileMaker Pro Server sends the message to the selected recipient(s).

## Closing a database file

To close a database and disconnect any guests accessing it:

1. In the administer window, select View by Database (if not already selected).

You must be viewing by database to use the Close Database button (see “Using the administer window” on page 2-5).

2. Select a file or folder in the list.

### 3. Click Close Database.

You see the Close File dialog box with the name of the file or folder to be closed in the title bar.



### 4. Type text for the options in the dialog box, or accept the default settings, and then click OK.

For this option	Do this
Message to send to connected guests	Type text you want the guests to see in addition to the standard FileMaker Pro message (the default).
Minutes until guests forced to disconnect	Type a value (the default is 5 minutes or the last-entered value, if any).

The file or folder name in the list changes to italics to show that FileMaker Pro Server is closing it.

FileMaker Pro guests accessing the file see a notification dialog box with your message requesting they close the file. If guests don't close the file, they see the message repeated approximately one minute before the file is set to close.

When the set time elapses, FileMaker Pro Server disconnects any remaining guests and closes the file or files in the folder. The file or folder name no longer appears in the administer window.

Completing the process of closing a folder, a large database file, or a file with many connected guests may take several minutes. FileMaker Pro Server needs time to notify and disconnect guests and perform housekeeping tasks on the files before closing them.

## Disconnecting guests

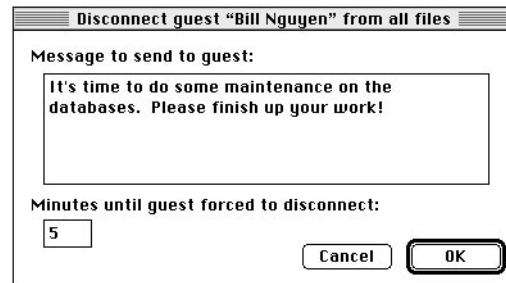
To disconnect a FileMaker Pro guest:

1. In the administer window, select the guest to disconnect.

Click	And select	To
View by Guest	The guest's name	Disconnect the selected guest from all databases
View by Guest <guestname>	The database file under the guest's name in the list	Disconnect the guest from the selected database
View by Database <foldername>	The guest's name under the database in the list	Disconnect the selected guest from a particular database

2. Click Disconnect Guest.

You see the Disconnect Guest dialog box with the name of the guest to be disconnected in the title bar.



3. Type text for the options in the dialog box, or accept the default settings, and then click OK.

For this option	Do this
Message to send to connected guests	Type text you want the guest to see in addition to the standard FileMaker Pro message (the default).
Minutes until guests forced to disconnect	Type a value (the default is 5 minutes or the last-entered value, if any).

The guest name in the list changes to italics to show that FileMaker Pro Server is attempting to disconnect the guest.

The selected guest sees a notification dialog box with your message requesting he or she disconnects from the server. If the guest doesn't disconnect, the message is repeated approximately one minute before FileMaker Pro Server is set to disconnect the guest.

When the set time elapses, FileMaker Pro Server disconnects the guest and the name disappears from the administer window.

## Customizing FileMaker Pro Server

You can customize FileMaker Pro Server in several ways using the Preferences dialog box. Use preferences to:

- set the maximum number of guests
- set the maximum number of open files
- specify a password for remote administration from FileMaker Pro
- specify the host name that appears in the Hosts dialog box in FileMaker Pro and in the administer window in FileMaker Pro Server

**Note** The memory requirements of FileMaker Pro Server are directly related to the selection of maximum guests and maximum files. If you select large maximum values for these in the Preferences dialog box, you see a warning to set the approximate memory size to a higher value. See “Changing the amount of memory used” on page 1-10 for more details.

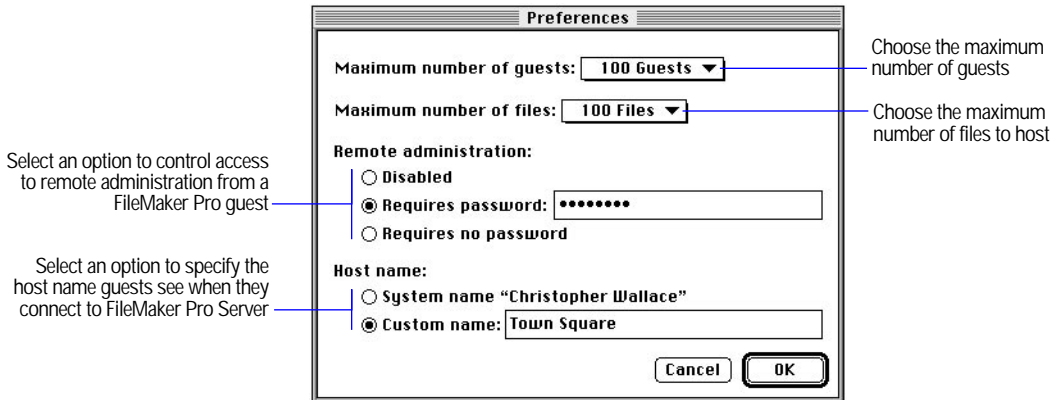
### Setting the maximum number of guests

You can control the maximum number of guests, up to 100, who can connect to FileMaker Pro Server. Choose an option from the pop-up menu in the Preferences dialog box to allow any combination of AppleTalk, MacIPX, or TCP/IP users, up to the maximum number of guests specified. For example, if you monitor guest usage in the administer window and notice you never have more than 22 guests, set the preference to allow a maximum of 25 guests for best performance on your server.

To set the maximum number of FileMaker Pro guests:

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.



2. Choose 100 Guests, 75 Guests, 50 Guests, or 25 Guests from the Maximum number of guests pop-up menu.

Choosing a lower number leaves more memory available for FileMaker Pro Server. See appendix A, “Technical specifications and optimization,” for more information about memory optimization.

3. Set any other preferences, and then click OK.

See the following sections for information on the other preferences in this dialog box.

Changes made to preferences don’t take effect until you restart FileMaker Pro Server.

## Setting the maximum number of files

You can control the maximum number of database files FileMaker Pro Server can open by choosing an option in the Preferences dialog box. If you monitor database usage in the administer window, you can set the maximum number of files for best performance on your server.

To set the maximum number of files FileMaker Pro Server can host:

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.



2. Choose 100 Files, 75 Files, 50 Files, or 25 Files from the Maximum number of files pop-up menu.

Selecting a lower number leaves more memory available for FileMaker Pro Server. See appendix A, “Technical specifications and optimization,” for more information about memory optimization.

3. Set any other preferences, and then click OK.

See “Setting the maximum number of guests” on page 2-12, “Specifying a password for remote administration” on page 2-14, and “Specifying the host name” on page 2-15 for information on the other preferences in this dialog box.

Changes made to preferences don't take effect until you restart FileMaker Pro Server.

### Specifying a password for remote administration

Remote administration of FileMaker Pro Server from a FileMaker Pro 3.0 guest can be enabled with or without a password, or completely disabled. (See “Using FileMaker Pro to control FileMaker Pro Server remotely” on page 2-21 for more information on remote administration.)

To control access to remote administration of FileMaker Pro Server:

1. Choose Preferences from the Edit menu.
2. Select one of the following options for Remote administration:

Select	To
Disabled	Completely disable remote administration by FileMaker Pro guests
Requires password (and type a password)	Let FileMaker Pro guests remotely control FileMaker Pro Server only after entering the password
Requires no password	Let any FileMaker Pro guest remotely control FileMaker Pro Server

If you select Disabled, the FileMaker Pro Server name is dimmed (not selectable) when FileMaker Pro guests open the Hosts dialog box.

3. Set any other preferences, and then click OK.

See “Setting the maximum number of guests” on page 2-12, “Setting the maximum number of files” on page 2-13, and “Specifying the host name” on page 2-15 for information on the other preferences in this dialog box.

Changes made to preferences don't take effect until you restart FileMaker Pro Server.

**Important** If you choose to require a password for security reasons, also remember to restrict access to the FileMaker Pro Server application (using a hard disk security utility or locating the server computer in a secure room). Anyone who can access FileMaker Pro Server has access to—and can change—this password.

## Specifying the host name

You can change the host name—the name guests see when they open the Hosts dialog box and when they administer FileMaker Pro Server—by specifying a custom host name.

To specify what name FileMaker Pro Server uses:

1. Choose Preferences from the Edit menu.
2. Select one of the following options for Host name:

Select	To
System name	Have FileMaker Pro Server use the Mac OS name specified in the Sharing Setup control panel
Custom name (and enter a name)	Have FileMaker Pro Server use the custom name you enter

3. Set any other preferences, and then click OK.

See “Setting the maximum number of guests” on page 2-12, “Setting the maximum number of files” on page 2-13, and “Specifying a password for remote administration” on page 2-14 for information on the other preferences in this dialog box.

Changes made to preferences don’t take effect until you restart FileMaker Pro Server.

**Note** Users connecting to the server may see a custom name in different ways. MacIPX displays names using only numerals, uppercase characters, underscores (\_), and periods (.), and replaces any other characters with underscores. For example, AppleTalk guests would see a server named Sally’s FileMaker Pro Server exactly as named, but MacIPX guests would see the name SALLY\_S\_FILEMAKER\_PRO\_SERVER. Choose custom names carefully to reduce confusion between different protocols.

## Backing up FileMaker Pro Server databases

When many users share files and make changes to them on a network, it's important to back up the databases regularly. With FileMaker Pro Server, you can define *schedules*, or regular tasks (like backups), to be performed when you specify.

Keep these points in mind when defining and running backup schedules:

- FileMaker Pro Server only backs up open files.
- Because read-only files can't be changed, FileMaker Pro Server doesn't back up read-only files.
- You can back up more than one file at a time. FileMaker Pro Server pauses all files included in one schedule (except read-only files), copies them to the specified folder, and then resumes them. It's a good idea to include related files, where data is interdependent, in one folder, and back up the folder in one schedule. Because of the pausing of files, keep unrelated files in separate schedules for best results.
- You can define a schedule to run an external AppleScript application that performs a task. The task can be something other than a backup, like recalculating a file that uses the Today function. FileMaker Pro Server includes AppleScript templates for backing up folders and recalculating the Today function in the AppleScript Examples folder (in the FileMaker Pro Server 3.0 Folder).

When FileMaker Pro Server runs a script, the interaction level is set to "NeverInteract." This is because the schedule is likely to be running automatically, when no users are available to respond to dialog boxes.

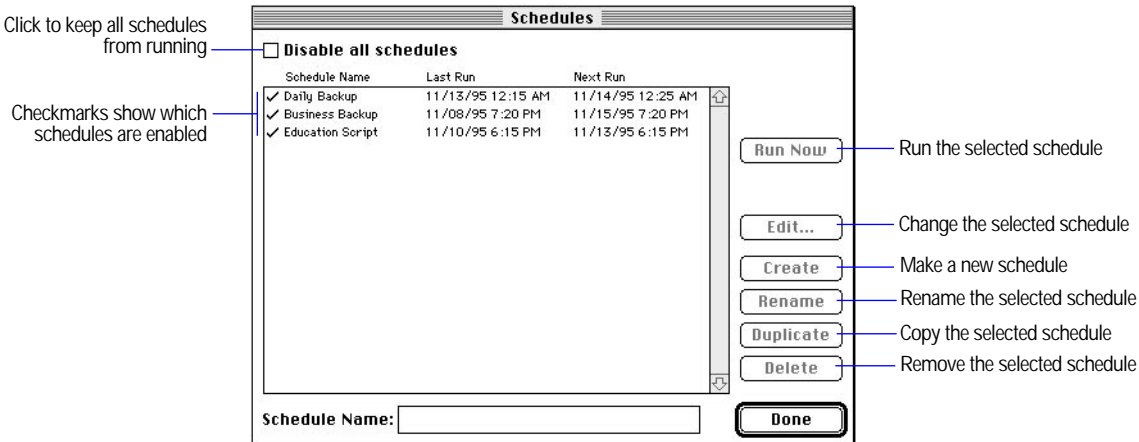
**Important** Your schedules are stored in the FileMaker Pro Server Preferences file in the Preferences folder in the System Folder. If you want to move FileMaker Pro Server to another computer and keep the schedules you defined, copy the FileMaker Pro Server Preferences file to the new location.

### Defining a schedule

To define a schedule:

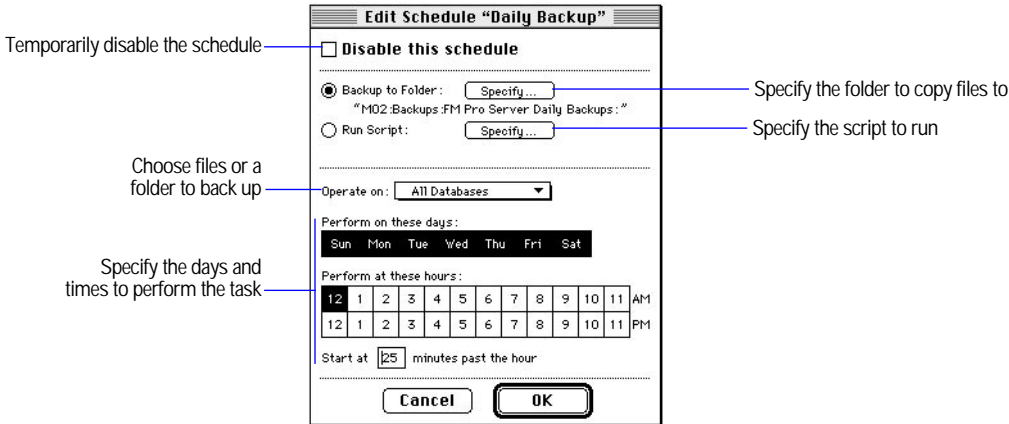
1. Choose Schedules from the Edit menu.

You see the Schedules dialog box.



2. For Schedule Name, type a name, and then click Create.

You see the Edit Schedule dialog box with the schedule name in the title bar.



### 3. Choose schedule options, and then click OK.

To	Do this
Back up files to a folder	Click Backup to Folder. In the Select a Folder dialog box, click the folder you want to back up the files to, and then click the Select <foldername> button.
Specify the databases to back up	Choose All Databases or <foldername> (to back up all files in the folder) from the Operate on pop-up menu.
Specify the days to do the back up	For Perform on these days, click the day or days you want the schedule to run.
Specify the time to back up	For Perform at these hours, click the AM or PM hour or hours you want the schedule to run. Specify minutes by typing a value between 0 and 59 for Start at <value> minutes past the hour.
Run a script to perform a task	Click Run Script. In the Open dialog box, select the script you want to run, and then click Open.
Specify the databases to run a script on	Choose All Databases, <foldername> (to operate on all files in the folder), or No Databases from the Operate on pop-up menu.

When you click OK, you return to the Schedules dialog box, where you see the new schedule you defined in the list and the time it will run.

### 4. Click Done.

## Running a schedule

Schedules usually run automatically, according to the settings in the Edit Schedule dialog box. You may find you need to back up files at an unscheduled time. Before you run a schedule, be sure the files you want to back up are open.

To run a schedule:

1. Choose Schedules from the Edit menu.
2. In the Schedules dialog box, select the schedule you want to run, and then click Run Now.

The text in the Next Run column changes to Waiting to Run and then to Running.

**Note** When a schedule is running, the Run Now button changes to Stop Run. Click Stop Run to halt a schedule in progress. It may take a few moments for the schedule to stop. Refer to the log file for details on how much of the schedule was performed. FileMaker Pro Server attempts to delete any files only partially copied to the Backup To folder.

### 3. Click Done.

## Changing a schedule

To modify a schedule:

1. Choose Schedules from the Edit menu.
2. In the Schedules dialog box, select the schedule you want to change in the list, and choose an option.

To	Do this
Edit the schedule details	Click Edit, make your changes in the Edit Schedule dialog box, and then click OK. (You can also double-click a schedule in the list to display the Edit Schedule dialog box.)
Disable a schedule or all schedules	Click the checkmark next to the schedule. The word Disabled appears in the Next Run column. (Click again to add a checkmark and enable the schedule.) To temporarily disable all schedules, click Disable all schedules. Click again to enable the schedules.
Change the schedule name	Type a new name in the Schedule Name text box, and then click Rename.
Copy the schedule	Click Duplicate. A copy of the schedule appears in the list, with the word Copy after it. You can rename the schedule, if you want.
Delete a schedule	Click Delete, and then click OK in the confirmation dialog box.

3. Click Done.

**Note** If you see a folder name in italics in the Operate on pop-up menu, it means no database files in that file are currently open. While the files are closed, you can edit the details of schedules defined for them.

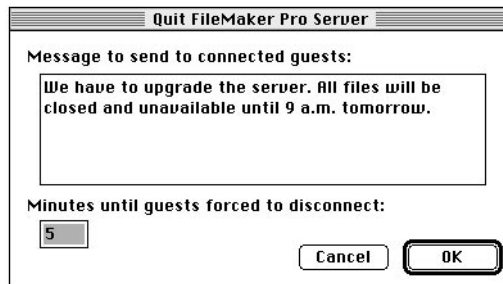
## Quitting FileMaker Pro Server

Quitting FileMaker Pro Server disconnects all FileMaker Pro guests (after notification messages appear on all guest computers) and closes all database files hosted by FileMaker Pro Server.

To quit FileMaker Pro Server:

1. Choose Quit from the File menu.

You see the Quit FileMaker Pro Server dialog box.



2. Type text for the options in the dialog box, or accept the default settings, and then click OK.

For this option	Do this
Message to send to connected guests	Type text you want the guests to see in addition to the standard FileMaker Pro message (the default).
Minutes until guests forced to disconnect	Type a value (the default is 5 minutes or the last-entered value, if any).

After you select Quit, you see a diamond (◆) next to the command in the File menu. In the administer window, all the database or guest names become italic to show that FileMaker Pro Server is attempting to close all files, disconnect all guests, and quit.

FileMaker Pro guests accessing files hosted by FileMaker Pro Server see a notification dialog box with your message telling them the server is shutting down. If guests don't close the file, they see the message repeated approximately one minute before FileMaker Pro Server is set to quit.

When the set time elapses, FileMaker Pro Server disconnects any remaining guests, closes all files, and shuts down.

Completing the process of quitting may take several minutes. FileMaker Pro Server needs time to notify and disconnect all guests, and perform housekeeping tasks on large files before closing them.

## Using FileMaker Pro to control FileMaker Pro Server remotely

You can use FileMaker Pro 3.0 to control, or *remotely administer*, FileMaker Pro Server while FileMaker Pro Server is running. Using FileMaker Pro, you can:

- view a list of database files hosted by FileMaker Pro Server and the number of guests connected to each (or view one hosted folder and see the guests connected to each database in the folder)
- view a list of guests or one guest and the database files that guest is connected to
- open FileMaker Pro files for access by FileMaker Pro guests through FileMaker Pro Server. Only files located in the same folder as the FileMaker Pro Server application can be opened remotely.
- close files hosted by FileMaker Pro Server
- disconnect a selected FileMaker Pro guest from one or all hosted files

**Important** Although it's possible to run FileMaker Pro as a guest of FileMaker Pro Server on the same computer that FileMaker Pro Server is running on (using AppleTalk or MacIPX), FileMaker Pro performs very slowly. Use FileMaker Pro remotely to work with database files hosted by FileMaker Pro Server.

You have all the capabilities to control FileMaker Pro Server remotely as you do using the FileMaker Pro Server application itself, except:

- you can only open database files located in the same folder as the FileMaker Pro Server application
- you can't quit FileMaker Pro Server (but you can close all of the hosted database files individually)
- you don't have access to the Preferences or Schedules dialog boxes

### Administering FileMaker Pro Server using FileMaker Pro

To remotely administer FileMaker Pro Server from a FileMaker Pro guest:

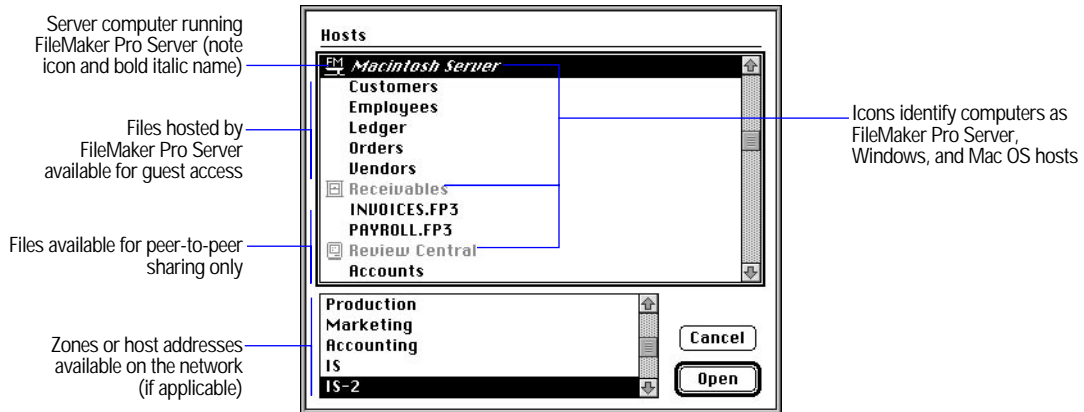
1. Open FileMaker Pro 3.0 and choose Open from the File menu.
2. Click Hosts in the Open dialog box.

You see the Hosts dialog box.

**Tip** You can go directly to the Hosts dialog box by pressing Command-Option-O (in Mac OS) or Shift+Ctrl+O (in Windows).



3. If your network has zones or host addresses, select the server's network zone or host address from the lower list.



Notice that the computer running FileMaker Pro Server appears in the Hosts list as a bold italic item, with a FileMaker Pro Server icon. If the FileMaker Pro Server name isn't selectable, remote administration is disabled. See "Customizing FileMaker Pro Server" on page 2-12 for instructions on how to enable remote administration.

You can only administer FileMaker Pro Server from FileMaker Pro 3.0 or later. FileMaker Pro can host database files on the network using the file sharing method that has always been available in the application—a *peer-to-peer* scheme. Those FileMaker Pro host names are dimmed because you can't control them the way you administer FileMaker Pro Server. (See chapter 7 in *FileMaker Pro User's Guide* for more information.)

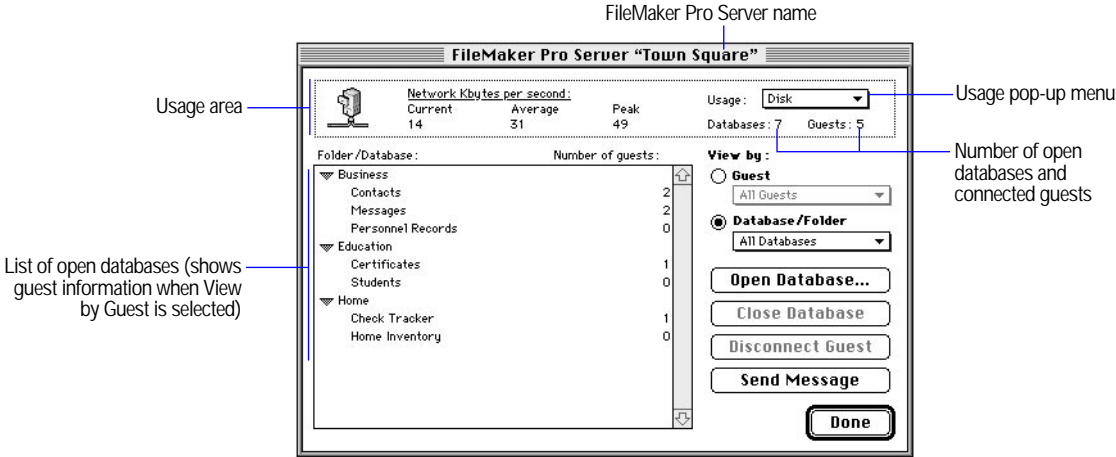
4. Select the FileMaker Pro Server in the upper list and click Open, or double-click the server name.

If a server you know is available doesn't appear in the list, hold down the Option key (on the Mac OS computer) or the Ctrl key (on the Windows computer) as you click Hosts in the Open dialog box. You can also refresh the current list of hosts by clicking the current host or zone name. If you hold down the Option or Ctrl key as you click a new host or zone, FileMaker Pro checks the network for a longer period of time. Sometimes with high network traffic, you might not see the server on your first attempt.

If the server has been set up to require a password, you're prompted for it. Type the password in the dialog box and click OK.



You see the remote administer dialog box.



### Using the View by options

Use the View by options to choose what information you see in the list.

Click	And choose this from the pop-up menu	To see
View by Guest	All Guests	A list of FileMaker Pro guests accessing the database files hosted by FileMaker Pro Server, with time values in the Connected for and Idle for columns
View by Guest	<guest name>	Detailed information on a single guest, including the database files that guest has open and time values in the Connected for and Idle for columns
View by Database	All Databases	A list of the database files hosted by FileMaker Pro Server, with the number of guests connected to each database and the folders containing the files
View by Database	<folder name>	A list of the database files in the selected folder, including the number and names of the guests connected to each database

## Opening a database file remotely

To open a multiuser FileMaker Pro file and make it available for access by guests on the network:

1. Click Open Database in the remote administer dialog box.

You see a dialog box with a pop-up menu of unopened FileMaker Pro files located in the same folder as the FileMaker Pro Server application. (To open a file remotely, it must be located in the same folder as the FileMaker Pro Server application.)



2. Choose a filename from the pop-up menu and click OK.

FileMaker Pro Server opens the file, and the filename appears in the list of the remote administer dialog box.

FileMaker Pro Server displays a message if it can't open the selected database file and writes a description of the problem to the FileMaker Pro Server Log. See "Examining the log file" on page 2-4 and appendix A, "Technical specifications and optimization," for more information.

3. Click Done if you're finished administering FileMaker Pro Server.

**Important** If the database file you're hosting remotely uses the Today function to calculate dates, you must close and reopen it using the FileMaker Pro Server application each day to update the dates correctly. See "Using the Today function with FileMaker Pro Server" on page 2-26 for more information.

If the file you want to open remotely isn't located in the same folder as the FileMaker Pro Server application, you can:

- use System 7 personal file sharing to copy the database file into the FileMaker Pro Server 3.0 Folder, and then use the method described previously.

**Important** Do *not* drop the file onto the FileMaker Pro Server application icon to open it across the network. This causes FileMaker Pro Server to open the file still located on the remote hard disk and results in performance degradation.

- go to the computer where FileMaker Pro Server is running to open the file. In FileMaker Pro Server, you have access to the full Open dialog box, so you can open a file on any local hard disk, not just files within the application's folder.

For information on using files from earlier versions of FileMaker Pro, see “Converting files from earlier versions of FileMaker Pro” on page 2-3.

## Sending messages remotely

You can use the remote administer dialog box to send messages to other FileMaker Pro guests:

1. Follow steps 1 through 3 in “Sending messages to guests” on page 2-9.

The steps are the same as those done on FileMaker Pro Server in the administer window, except that you're working in a dialog box.

2. Click Done if you're finished administering FileMaker Pro Server.

## Closing a database file remotely

Closing a database file using the remote administer dialog box causes that FileMaker Pro file to no longer be accessible to guests. To close a database file hosted by FileMaker Pro Server using a FileMaker Pro guest:

1. Follow steps 1 through 4 in “Closing a database file” on page 2-9.

The steps are the same as those done on FileMaker Pro Server in the administer window, except that you're working in a dialog box.

2. Click Done if you're finished administering FileMaker Pro Server.

**Note** Completing the process of closing a large database file or closing a file with many connected guests may take several minutes. FileMaker Pro Server needs time to notify and disconnect guests, and perform housekeeping tasks on the file before closing it.

## Disconnecting guests remotely

You can use the remote administer dialog box to disconnect other FileMaker Pro guests:

1. Follow steps 1 through 3 in “Disconnecting guests” on page 2-11.

The steps are the same as those done on FileMaker Pro Server in the administer window, except that you're working in a dialog box.

2. Click Done if you're finished administering FileMaker Pro Server.

**Note** If you're disconnected from FileMaker Pro Server, the remote administer dialog box displays Host not available at the top of the usage area.

## Using the Today function with FileMaker Pro Server

If a database file you're hosting with FileMaker Pro Server contains fields that use the Today function, you must close that file and reopen it each day for the Today function to recalculate correctly. (See *FileMaker Pro User's Guide* for information about the Today function.)

If you have easy access to the computer that FileMaker Pro Server is running on, reset the Today function using the following steps:

1. In FileMaker Pro Server, use Close Database in the administer window to close the file that contains the Today function calculation.

You must use the FileMaker Pro application to recalculate the Today function.

2. Open the file in FileMaker Pro.

You see a message stating that the Today function is being calculated. This may take some time, depending on the number of records and other database calculations.

3. Close the file and, using the administer window, reopen it with FileMaker Pro Server.

See "Opening a file as the host" on page 2-8 for more information.

You can use an AppleScript or a program that sends Apple events to perform these steps. See the sample script "Recalculate Today Function" in the AppleScript Examples folder, installed in the FileMaker Pro Server 3.0 Folder, for more information.

### Recalculating the Today function remotely

You can accomplish the same thing remotely using FileMaker Pro 3.0. The file using the Today function must be located in the same folder as the FileMaker Pro Server application. To reset the Today function remotely:

1. Using the remote administer dialog box in the FileMaker Pro application, close the file being hosted by FileMaker Pro Server that contains the Today function calculation.

See "Closing a database file remotely" on page 2-25.

2. In the remote administer dialog box, immediately reopen the same file.

This marks the file to have FileMaker Pro recalculate the Today function when it's opened next.

3. Click Done.

4. Choose Open from the File menu and click Hosts in the Open dialog box. Double-click the file to access it as a guest.

You see a message stating that the Today function is being calculated. This may take some time, depending on the number of records and other database calculations. To ensure the proper updating of all records, only you should access the file while the Today calculation is being completed.

# Appendix A: Technical specifications and optimization

This appendix lists technical specifications to be aware of when you use FileMaker Pro Server. It also discusses:

- hardware and network optimization
- using FileMaker Pro Server with other software
- performance tips
- the FileMaker Pro Server log file
- troubleshooting

## Limits for files and usage

Item	Limitation
Number of files hosted by FileMaker Pro Server	Maximum of 100
Number of files open at the same time	Maximum of 50 per FileMaker Pro guest
Number of schedules	Maximum of 50 can be defined
Number of network users per file	Maximum of 100 guests depending on Maximum number of guests setting in the Preferences dialog box (other network applications may limit this number). See “Performance and usage tips” on page A-4 for more information.
File size	Maximum of 2 GB (gigabytes) per file. The combined size of all open files is limited only by disk space.
Length of host name (in Preferences dialog box)	Maximum of 31 characters
Length of FileMaker Pro Server password (in Preferences dialog box)	Maximum of 31 characters
Length of schedule name	Maximum of 31 characters

## Hardware and network considerations

Keep the following points in mind when you’re setting up FileMaker Pro Server on your computer and configuring the network where it will run:

- Use a *dedicated* computer.

Use FileMaker Pro Server by itself on a computer where no other applications are normally running and that isn't a user's primary workstation. When FileMaker Pro Server is hosting many guests or a large number of database files, it uses a high level of processor and network capacity. Other processor-intensive applications or heavy network traffic on the same computer causes FileMaker Pro Server to run more slowly, and the performance of FileMaker Pro on guest computers to degrade.

- Use as fast a computer as possible.

The faster the computer, the better the performance of FileMaker Pro Server. FileMaker Pro Server requires a minimum of a 68030 processor, but a faster processor improves performance. FileMaker Pro Server is accelerated for the PowerPC™ processor in a Power Macintosh or compatible computer.

- Use hardware capable of asynchronous I/O.

Because of the way FileMaker Pro stores information in files, FileMaker Pro Server benefits a great deal from fast disk input/output (I/O) access. Try to use a hard disk with software (or *drivers*) that supports *asynchronous disk I/O*. This technology—available with the Apple Macintosh Quadra® AV and Power Macintosh lines, as well as some third party hardware cards—lets FileMaker Pro Server perform other operations after starting a read or write operation on a file, rather than having to wait for the disk I/O to complete. If FileMaker Pro Server can take advantage of asynchronous I/O when opening a file, it notes it in the corresponding log file entry. (See “FileMaker Pro Server log file” on page A-5 for more information.) To determine whether your hardware supports asynchronous I/O, see the documentation that came with your hardware.

- Use a fast network.

If possible, use a network faster than LocalTalk, such as Ethernet.

## Software considerations

Consider the following issues when deciding what software to use with FileMaker Pro Server.

### Coexistence with AppleShare software

Running AppleShare® software (including AppleShare and AppleShare Pro) and the FileMaker Pro Server application on the same computer is *not* recommended. If you must use that configuration, keep the following information in mind.



- Limit connected AppleShare users.

Users connected to an AppleShare server occupy a physical connection to the server known as a *socket*. Sockets are also used by FileMaker Pro Server when guests access a hosted file on a computer running AppleShare. If many users are connected to the AppleShare server and are occupying these sockets, fewer sockets are available to FileMaker Pro Server. This could cause FileMaker Pro guests to receive the “Exceeded the host capacity” message and prevent them from accessing hosted databases on the server, even if the limits in “Limits for files and usage” on page A-1 haven’t been reached.

- Use a third party server access monitoring utility to keep the number of AppleShare connections to a minimum and only allow active connections to exist.

This lets FileMaker Pro Server use the maximum number of sockets for guests of FileMaker Pro files. For more information about configuring AppleShare software, see the documentation that came with it.

## Disable personal file sharing

Although it’s possible to use System 7 personal file sharing to connect to a different computer and use FileMaker Pro Server to host FileMaker Pro files located there, avoid doing this. Consider specifically disabling the sharing capability of the FileMaker Pro Server 3.0 Folder in the Finder or disabling file sharing globally with the Sharing Setup control panel. (See the System 7 documentation for details about personal file sharing.)

Disabling sharing prevents users from accessing the volume or folder (through personal file sharing) and hosting FileMaker Pro files intended to be hosted by FileMaker Pro Server. To access a file as a guest, always use the Hosts dialog box from within FileMaker Pro.

**Note** If FileMaker Pro Server is experiencing heavy use, disabling personal file sharing may also improve performance by a small amount.

## Other software interactions

Avoid using screen saver software that creates moving images on the monitor of the computer running FileMaker Pro Server. This type of software can use significant system resources, which hinders the processing of FileMaker Pro Server networking traffic. Use a screen saver that blacks out your monitor or dims its brightness, or manually dim the monitor.

## Performance and usage tips

If you find that FileMaker Pro Server is sluggish performing certain operations, try the following:

- Run FileMaker Pro Server on a dedicated computer. Don't use other applications, especially processor-intensive programs or programs that create a high level of network traffic (for example, AppleShare, electronic mail servers, and group scheduling software) on this computer. If this isn't possible, always run FileMaker Pro Server as the front-most application. In other words, don't switch to another application and work in its window while FileMaker Pro Server is running in the background.
- Locate database files you want FileMaker Pro Server to host on the same computer as FileMaker Pro Server. Put them in the same folder as (or subfolders one level down of) the FileMaker Pro Server application to take advantage of the application's ability to automatically open these files on start-up. Also, only database files (or aliases) located in the FileMaker Pro Server 3.0 Folder can be opened remotely (see "Opening a database file remotely" on page 2-24).
- Increase the application memory partition to the maximum available on your computer (see "Adjusting memory" on page 1-10 for details). This increases the database cache FileMaker Pro Server uses. Avoid using the virtual memory option available with System 7 or any other third party virtual memory utility with FileMaker Pro Server.
- Reduce the number of guests able to access FileMaker Pro Server using Maximum number of guests in the Preferences dialog box. (See "Customizing FileMaker Pro Server" on page 2-12.)
- Reduce the maximum number of files that can be hosted by FileMaker Pro Server using Maximum number of files in the Preferences dialog box. (See "Customizing FileMaker Pro Server" on page 2-12.) This increases the database cache FileMaker Pro Server uses.
- Run only one copy of FileMaker Pro Server per computer.
- Although it's possible to run FileMaker Pro as a guest of FileMaker Pro Server on the same computer that FileMaker Pro Server is running on, FileMaker Pro performs very slowly. Use FileMaker Pro remotely to work with database files hosted by FileMaker Pro Server.

- Sorting, replacing data, viewing and printing summary report layouts, and other calculation-intensive operations performed on many database records affect the performance of FileMaker Pro Server and connected guests. Try to perform these types of operations on a smaller *found set* of only the records you're interested in. (See *FileMaker Pro User's Guide* for more information about using found sets.) Or schedule these operations to perform during low usage periods.

## FileMaker Pro Server log file

FileMaker Pro Server creates a log file, called FileMaker Pro Server Log, to help you keep track of its activities. The log file is automatically created in the folder where the FileMaker Pro Server application is located. If FileMaker Pro Server can't create the log file in this location, it attempts to create the log file in the Preferences folder within the System Folder. (This might happen if you have the log file open for viewing. The file would appear busy—or locked—to FileMaker Pro Server, preventing the normal new log file creation and renaming process.) For general information about the log file, see “Examining the log file” on page 2-4.

FileMaker Pro Server automatically creates a new log file each time you start FileMaker Pro Server and renames the previous file FileMaker Pro Server Last Log. The log file can grow quite large if you leave FileMaker Pro Server running continuously for long periods of time. FileMaker Pro Server keeps track of the size of the log file. When the log file reaches 1 MB, it is automatically closed and renamed FileMaker Pro Server Excess Log, and a new log file is created. You see messages tracking this in both the renamed log file and the new one.

**Note** When FileMaker Pro Server renames the previous log file or creates an excess log file, it overwrites any previous files named FileMaker Pro Server Last Log or FileMaker Pro Server Excess Log located in the same folder. To save these files, either rename them or move them out of the FileMaker Pro Server 3.0 Folder.

### Log file messages

The following is a list of some of the log messages you might see and an expanded explanation. Variables, like the name of the user or file, are in italics. Also check the troubleshooting table in the next section for log file error messages and suggested solutions or explanations.

Message	Explanation
AppleTalk network initialization failed; an unexpected error occurred ( <i>error number</i> )	FileMaker Pro Server can't initialize AppleTalk.
AppleTalk network initialization failed; AppleTalk is not enabled	FileMaker Pro Server detects that AppleTalk isn't enabled. Be sure that AppleTalk is enabled in the Chooser.
AppleTalk network initialization failed; not enough memory	There is insufficient memory to use AppleTalk. See "Mac OS system requirements" on page 1-1 for RAM requirements.
Closing file <i>filename</i> due to a serious error ( <i>error number</i> )	Written when the specified file is closed by FileMaker Pro Server due to an error condition. The file may need to be recovered in the FileMaker Pro application. See <i>FileMaker Pro User's Guide</i> for more information about recovering damaged files.
Could not pause file <i>filename</i> because of outstanding database locks from guests.	FileMaker Pro Server is trying to get exclusive use of the file to pause it for a backup but can't because a user is changing the file. You can try the backup later, or close the file to force the guest(s) to disconnect.
File <i>filename</i> compressed, freeing <i>x</i> blocks	Written when the specified file has been successfully compressed, leaving FileMaker Pro Server enough room to continue safely working with the file. (One block equals 1,024 bytes.)
File <i>filename</i> compressed, but still nearly full. Only <i>x</i> block(s) free.	Written when the specified file was compressed, but there isn't enough room for FileMaker Pro Server to continue safely working with the file. The administrator should close the file, back it up, and take steps to reduce the size of the file.
File <i>filename</i> full, compression started	When a FileMaker Pro file approaches the 2 GB file size limit, FileMaker Pro Server attempts to compress it by reclaiming unused space in the file. This process is automatic, and this message is written to the log file when the process begins.
FileMaker Pro Server quitting! (AppleTalk, MacIPX, or TCP/IP) network communication failed ( <i>error number</i> )	FileMaker Pro Server detects a severe error during network use, due to a network failure or other causes.
FileMaker Pro Server quitting! Network initialization failed; an unexpected error occurred	FileMaker Pro Server can't use any network protocol because of an unexpected error.
FileMaker Pro Server quitting! Network initialization failed; AppleTalk is not enabled, MacIPX version 1.2.1 or greater is not installed, and Open Transport is not available.	FileMaker Pro Server detects that AppleTalk isn't enabled and a compatible version of MacIPX isn't installed. Be sure that AppleTalk is enabled in the Chooser; use the FileMaker Pro Server Installer to install the correct version of MacIPX; and be sure that Open Transport has been installed correctly (see the Open Transport documentation for more information).
FileMaker Pro Server quitting! Network initialization failed; not enough memory	FileMaker Pro Server can't use any network protocol due to insufficient memory. See "Mac OS system requirements" on page 1-1 for RAM requirements.
FileMaker Pro Server quitting! This disk is full	FileMaker Pro Server detects that the startup disk volume is full.
FileMaker Pro Server quitting! Thread Manager system extension is required ( <i>error number</i> ); FileMaker Pro Server quitting! Network initialization failed ( <i>error number</i> )	Written when FileMaker Pro Server is unable to start because of missing required software or hardware. Check the requirements listed in "What you need" on page 1-1 for more information.
MacIPX network initialization failed; an unexpected error occurred ( <i>error number</i> )	FileMaker Pro Server can't initialize MacIPX.

Message	Explanation
MacIPX network initialization failed; MacIPX is not installed ( <i>error number</i> )	FileMaker Pro Server can't locate MacIPX. Be sure that the MacIPX control panel is installed in the Control Panels folder in the System Folder in your startup disk.
MacIPX network initialization failed; MacIPX version 1.2.1 or greater is required	FileMaker Pro Server detects that an incompatible version of MacIPX is installed. Use the FileMaker Pro Server Installer to install the correct version of MacIPX. See "Installing FileMaker Pro Server" on page 1-4 for more information.
MacIPX network initialization failed; not enough memory	There is insufficient memory to use MacIPX. See "Mac OS system requirements" on page 1-1 for RAM requirements.
Opened file <i>filename</i> read only with asynchronous I/O support	Written when the database file specified is opened by FileMaker Pro Server. FileMaker Pro Server uses asynchronous disk I/O if the disk where the file resides supports it. If the file is read-only, the message reflects that status. See "Hardware and network considerations" on page A-1 for more information.
Opened file <i>filename</i> with asynchronous I/O support	
Opened file <i>filename</i> read only with synchronous I/O support	
Opened file <i>filename</i> with synchronous I/O support	
Quit forced; User <i>username</i> forced to close connection ( <i>error number</i> )	These messages indicate that, during a shutdown or disconnect operation, the user didn't close the file within the specified time. The user's connection was then forcibly closed.
Schedule <i>schedulename</i> aborted; the destination <i>foldername</i> could not be found.	The folder designated for backup files was deleted or moved, so the schedule couldn't run. In the Edit Schedules dialog box, specify the Backup to Folder path and run the schedule again.
Schedule <i>schedulename</i> aborted; the destination <i>foldername</i> is not writable.	The folder designated for backup files is set to read only, so the schedule couldn't run. Check the sharing settings for the folder, or specify another folder in the Edit Schedules dialog box.
TCP/IP network initialization failed; an unexpected error occurred ( <i>error number</i> ).	FileMaker Pro Server can't initialize TCP/IP.
TCP/IP network initialization failed; not enough memory	There is insufficient memory to use TCP/IP. See "Mac OS system requirements" on page 1-1 for RAM requirements.
TCP/IP network initialization failed; Open Transport is not installed ( <i>error number</i> ).	FileMaker Pro Server can't initialize TCP/IP, because it can't find Open Transport. Check the installation and setup procedures in the Open Transport documentation and reinstall, if necessary.
TCP/IP network initialization failed; the TCP/IP address is already in use or an address could not be obtained ( <i>error number</i> ).	FileMaker Pro Server can't initialize TCP/IP, because the address specified isn't available. If FileMaker Pro is running on the same computer and is set to use TCP/IP, FileMaker Pro Server is prevented from using the same TCP/IP address. Set FileMaker Pro to use AppleTalk or MacIPX and relaunch it, or just quit FileMaker Pro. If FileMaker Pro isn't running on the same computer, check the Open Transport documentation, and specify another address, if necessary.
TCP/IP network initialization failed; the TCP/IP address is configured improperly ( <i>error number</i> ).	FileMaker Pro Server can't initialize TCP/IP, because the address specified isn't available. Check the Open Transport documentation, and reconfigure the address, if necessary.
User <i>username</i> no longer responding, connection closed	Written when a connected guest's computer stops communicating with FileMaker Pro Server due to a network disruption or a software error.

Message	Explanation
Using a database cache size of xK	Written at start-up to show how much of the application's memory is usable for the database cache (x is replaced by a number). If the maximum number of guests is decreased in the Preferences dialog box or the application memory size is increased (in the Get Info dialog box in the Finder), the cache size should increase when FileMaker Pro Server is next restarted. Increasing the maximum number of guests decreases the cache size.

## Troubleshooting

The following table lists some problems you may encounter when using FileMaker Pro Server.

**Tip** When FileMaker Pro Server behaves unexpectedly, first check the log file located in the same folder as the application to diagnose the problem. See “Examining the log file” on page 2-4 and “FileMaker Pro Server log file” on page A-5 for more information.

Symptom	Suggested solution or explanation
A FileMaker Pro for Windows guest using IPX/SPX can see open FileMaker Pro databases on nearby machines, but can't see remote databases.	The guest computer isn't logged onto a Novell NetWare server.
A FileMaker Pro user can't find FileMaker Pro Server databases on the network.	All network protocols might not be loaded. Check the FileMaker Pro Server Log for a description of why a protocol couldn't be loaded.
Some IPX guests can see hosts that other IPX guests can't see.	Guests running MacIPX instead of AppleTalk may automatically configure the wrong frame type when restarting. See the symptom “Guests can't see open FileMaker Pro Server databases” later in this table.
Dates or calculations involving dates aren't updating correctly in database files opened by FileMaker Pro Server.	If the database file with the incorrect dates uses the Today function to calculate the dates, you must close and reopen it in the FileMaker Pro Server application each day to update the dates correctly. See “Using the Today function with FileMaker Pro Server” on page 2-26 for more information.
Guests can't see open FileMaker Pro Server databases, but can see non-server databases in Hosts dialog box (for AppleTalk).	The AppleTalk zone or LocalTalk/Ethernet may be set incorrectly in the Network control panel (or AppleTalk control panel, under Open Transport) on either the host or the guest.

**Symptom****Suggested solution or explanation**

Guests can't see open FileMaker Pro Server databases, but can see non-server databases in Hosts dialog box (for MacIPX).

For Mac OS users without an Ethernet or an Apple Token Ring card, who are using the built-in LocalTalk port, load and bind the MacIPX Gateway software on the MacIPX server. The server's MacIPX frame type, or that of certain guests, may be set incorrectly.

All FileMaker Pro hosts and guests (including the server) must be using the same frame type to communicate with each other. To change the server's frame type, open the MacIPX control panel and double-click the selected IPX interface. If *Always Auto-Configure Frame Type* is selected, deselect it. Select another frame type and close the control panel. Restart the server and start FileMaker Pro Server. If users still can't see open database files, open the MacIPX control panel and select another frame type. (Typical Ethernet frame types are 802.2 and 802.3.) A guest on a Mac OS computer can follow this procedure when using MacIPX to communicate with FileMaker Pro Server.

To change the frame type used by a FileMaker Pro for Windows guest, you must change the configuration of the IPX/SPX compatible protocol in the Network Control Panel. See your Windows documentation for more details.

Guests can't see open FileMaker Pro Server databases, but can see non-server databases in Hosts dialog box (for TCP/IP).

There may be a problem with Local Hosts. Respecify the host IP address/name, or contact your network administrator for help configuring the IP addresses on host/guest.

Receive "Application is busy or missing" message when double-clicking a FileMaker Pro file to be hosted by FileMaker Pro Server.

FileMaker Pro files can't be opened in FileMaker Pro Server by double-clicking. You must open the files from within FileMaker Pro Server, or drop the files onto the FileMaker Pro Server icon in the Finder. See "Starting the application and opening files" on page 2-1 for complete instructions.

Receive "Communication with the host was interrupted and could not be re-established" message on guest computer.

The guest has been disconnected from a database by FileMaker Pro Server because the guest didn't comply with a request from FileMaker Pro Server to close a database. (See "Closing a database file" on page 2-9). Another reason is communication between the host and guest may have been disrupted due to a hardware failure (lost network connection) or a software connection time-out (no response from guest for a given period of time). The latter could be caused by a screen saver, debugger, or processor-intensive operation, or by leaving a menu pulled down (in Windows).

Receive "File could not be opened: database may be damaged; try opening in non-Server version of FileMaker Pro" message when trying to open a file in FileMaker Pro Server (or in log file).

The file may be damaged and needs to be opened in FileMaker Pro. Start the FileMaker Pro application, open the file, and follow any instructions on your screen. (See appendix A of *FileMaker Pro User's Guide* for more information on recovering files.) Then try opening the file with FileMaker Pro Server again.

Receive "File could not be opened: must be set to Multi-User in FileMaker Pro" message when trying to open a file in FileMaker Pro Server (or in log file).

FileMaker Pro Server can't open files set to Single-User. Open the file in the FileMaker Pro application and choose Single-User from the File menu to switch the file to multiuser status. Note that you must use AppleTalk or MacIPX with FileMaker Pro on the same computer, because Open Transport doesn't allow two applications to use TCP/IP at the same time.

Receive "Host capacity exceeded" message on guest computer.

You reached the maximum allowable connections or guests on FileMaker Pro Server. Increase the number of guests allowed in the Preferences dialog box (see "Customizing FileMaker Pro Server" on page 2-12), or disconnect AppleShare users (see "Coexistence with AppleShare software" on page A-2).

Unable to administer FileMaker Pro Server remotely using FileMaker Pro.

Check that Remote administration is enabled in the Preferences dialog box. See "Specifying a password for remote administration" on page 2-14 for more information.

Unable to install FileMaker Pro Server.

Check hardware and software requirements listed in "What you need" on page 1-1 to ensure your equipment and software are compatible.

Unable to start FileMaker Pro Server.

Check hardware and software requirements listed in "What you need" on page 1-1 to ensure your equipment and software are compatible. Also check the FileMaker Pro Server Log for a description of why FileMaker Pro Server couldn't start. (See "Examining the log file" on page 2-4 and "FileMaker Pro Server log file" on page A-5 for more information.)

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