

Exporting Information From BrioQuery to Filemaker Pro

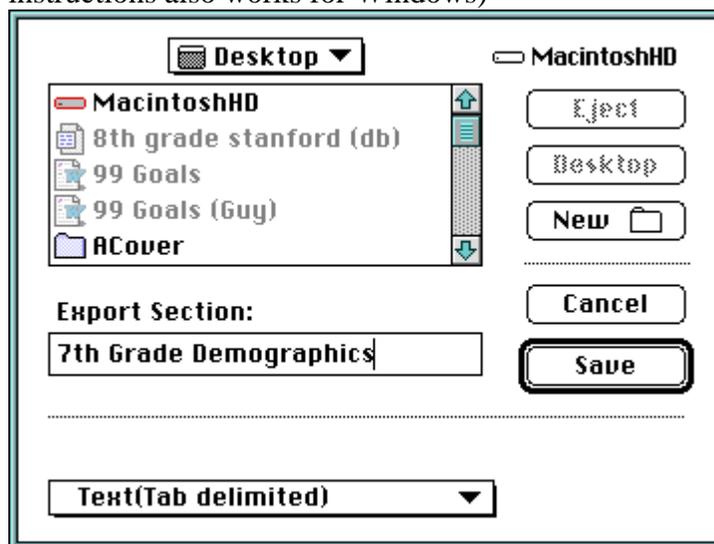
The following notes will explain how to take data obtained from BrioQuery and export that information to Claris Filemaker. For the purposes of this exercise we will make several assumptions:

- You have Filemaker and BrioQuery installed on your system.
- You have created a Filemaker database in which to import the data. Since Filemaker gives you the opportunity to "match" fields prior to importing records, it is not necessary that your Filemaker field names match the Brio field names as long as you understand what the fields are.
EXAMPLE: If Brio displays data in a field called SEX and you create a Filemaker field called GENDER you will be still be able to import the records since you will be asked to match the fields prior to importing.
- You have created a query in Brio and have obtained the data that you were requesting.
- You are exporting information from the RESULTS section of Brio. The actual steps are the same whether you are exporting from the RESULTS section or the PIVOT section but for purposes of this exercise we will refer to the RESULTS section
- The notes will refer to saving the files to the Desktop. You can save the files wherever you prefer as long as you know where they are stored.

EXPORTING FROM BRIO

After creating and processing your query you will be in the RESULTS section of Brio. Simply take the following steps to prepare that data for export to Filemaker:

1. Click on File.
2. Click on Export.
3. Choose Section from the submenu that appears.
4. The typical Save dialog box appears. (Picture is of a Mac screen, but the instructions also works for Windows)



5. Choose the location where you would want the file saved.
6. Give your file a name that reflects the data you are exporting. (Such as 7th Grade Demographics)

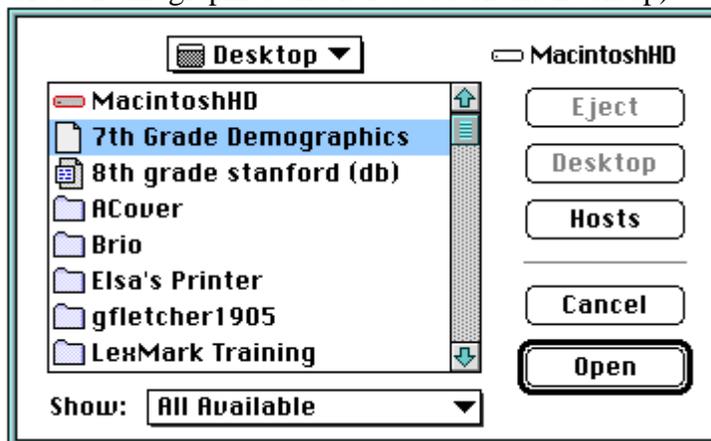
7. Choose the file format by clicking on the down arrow next to the word Excel at the bottom of the dialog box and select *Text (Tab Delimited)* from the dropdown list that appears. **THIS IS CRITICAL!**
8. Click on Save.

At this point you can exit Brio. (Remember to save your BrioQuery and results before exiting the program)

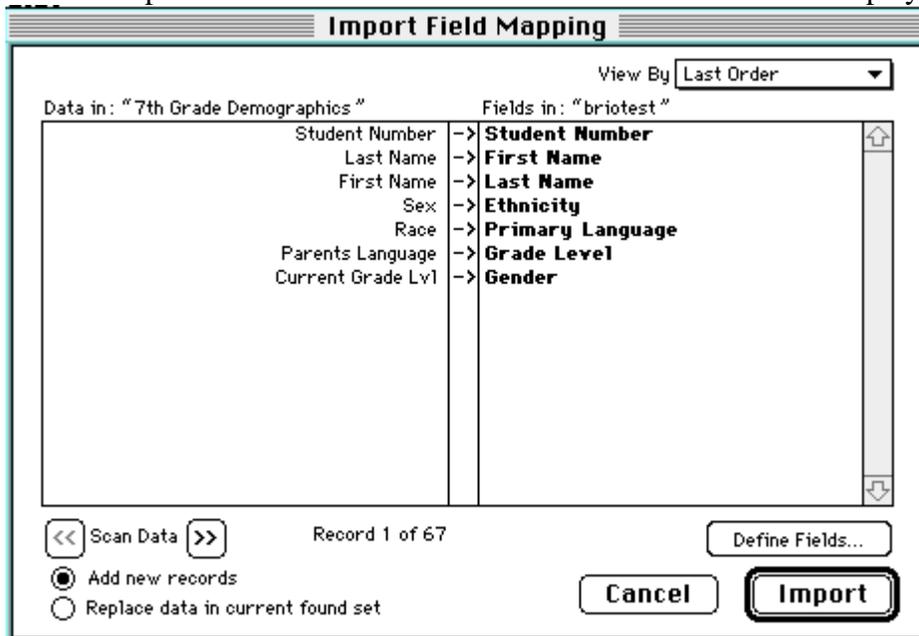
IMPORTING INTO FILEMAKER

You are now ready to import this information into your Filemaker database.

1. Open your Filemaker database.
2. Click on File.
3. Click on Import/Export.
4. Choose Import from the submenu that appears.
5. Locate your Brio data file. (The one we are using in this example is called 7th Grade Demographics and is located on the Desktop)



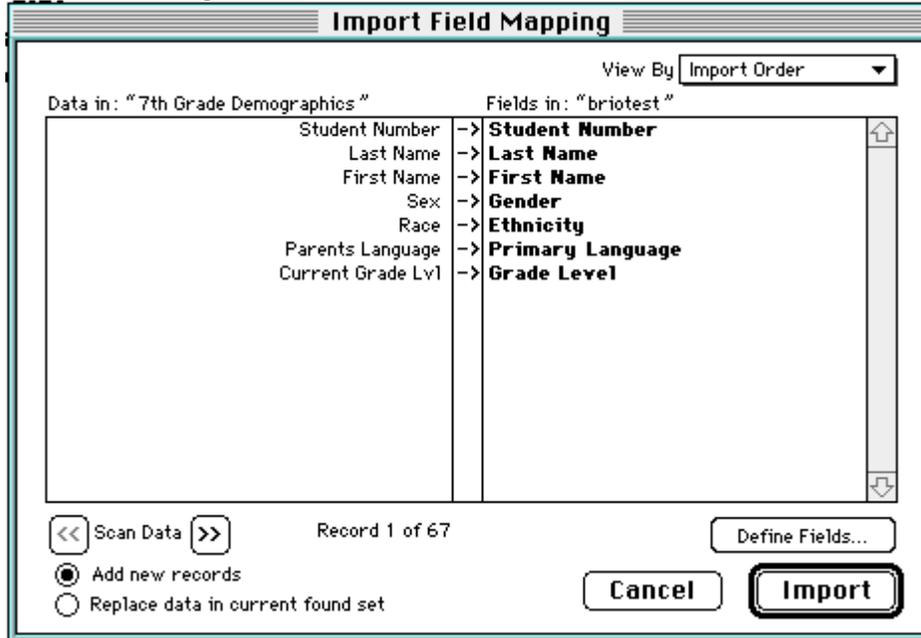
6. Click on Open. A screen similar to the one shown below will be displayed.



7. At this point you must match or align your fields. If you move your pointer over the Filemaker fields (on the right side of the display) you will see that it changes from a pointer into double horizontal lines. If you hold down your mouse button

you can move the Filemaker field up or down until it is aligned with the corresponding Brio field (displayed on the left). This will not change your layout; it just makes it easier for you to align the fields before importing.

8. Once you have aligned the fields (see screen below) you can just click on Import at the bottom right hand corner.



9. You will be returned to your Filemaker layout once the import is completed. Just click on Mode at the top of your screen and choose Browse and you can scroll through your records to verify that the import was successful.

****NOTE**** If you are importing from the PIVOT section and have headings across the top, you will have a blank first record that only shows the heading titles. Use these fields to align these fields with Filemaker. Align the balance of the fields from the second record. Then delete the first blank record **AFTER** you have successfully imported all records.