

How To Use the STC Internship/Job Database

MTSC, BATSC, and Faculty

What is the STC Internship/Job Database's design/structure?

Each job description in the STC database (FileMaker Pro) is called a "record". Records contain different categories of information called "fields". Fields appear as rectangular boxes and contain information. You can search all the records in the database, individually, or you can perform searches to narrow the number of records you view.

Where do I access the database?

To access the MTSC server (which holds the database), you must use a Macintosh computer that is networked into the Miami University computers. You cannot use a PC, nor access the database from the Web. You can access the server from any Mac on campus, assuming the network is running properly.

How do I connect to the database?

1. Find a Mac computer on campus.
2. Go to the **Apple** icon on the menu bar. It is usually located at the top, left side of the menu bar.
3. Select **Chooser** from the drag-down box.
4. Single-click on the **Apple share** icon to highlight it. It is generally located in upper left-hand corner.
5. Select **ArtSciBac** if it is not already highlighted. It is generally located in the lower left-hand corner of the window box.
6. On the right-hand side of the window box, scroll down to **MTSC Lab Server**.
7. Double-click on **MTSC Lab Server**.
8. Single-click on the **Guest** bullet. A dot should appear in the circle.
9. Click the **Ok** button.
10. Select **TSC internship db old** by highlighting and clicking on it. The database should now be mounted on your desktop as an icon.
11. Click **Ok**.
12. Click on the **TSC internship db old** database icon to open the program.
13. Select the program file: **TSC internship/job db**.
14. Click **Ok** if the "Proceed to open the file anyway?" box appears. If it does not appear go the next step.
15. Type "**user**" (all lower case and with no quotes) in the dialogue box. **DO NOT TYPE IN YOUR PERSONAL USER ID FOR LOGGING ONTO MIAMI COMPUTERS--it won't work!!**

What do I do if the database won't open?

If you can't open the database either the icon is already mounted on the desktop (it wasn't thrown into the trash (trash icon) after last use) or the computer which stores the server is turned off (contact the BAC 108 Lab Manager(s) at 529-1871). There are, of course, other possible things that could go wrong; again, contact the BAC 108 Lab Manager(s) for more information.

How do I find, view, and print job records?

There are two methods:

- I. See all records: Look at each and every record.
- II. Search records: Select search options to narrow the number of articles to view.

I. See all records:

1. At the top of the screen, click the **See all jobs** button. You are now looking at the first job record in the database.
2. To move to the next record, at the upper-left hand corner of your screen, click the **Lower Index card**. You are now at the next job record.
3. Choose one of two options:
 - To print the record, click on the **Print this job** button.
 - To view the next record, click the **Lower Index Card** icon in the upper left-hand corner of your screen (If you need to go back to a previous record, at any point, click the **Upper Index Card**)
4. When you are finished using the database, drag the database icon (located on your desktop) to the trash (garbage can icon) on your desktop.

II. Search records:

1. At the top of the screen, click the **Search jobs** button. Notice the first box shows a list of options.
2. Select an option from the list.
3. If you choose, complete the other basic and advanced field boxes by using the **TAB** key to navigate to the different boxes. Note: The “company name” field is not a drop-down box, you must type in a company name. For example, to find jobs at “Miami University”, type “Miami University” (with no quotes). You can use CAPS or endings (Inc, Co, etc.) if you want.
4. When you are finishing filling out the fields you want, on the left-hand column, click the **Find** button. You are now viewing the first record. Note: If you got an error message there are probably no records that match your search. Restart your search. Try using fewer specifications.
5. Choose one of two options:
 - To print the record, click on the **Print this job** button.
 - To view the next record, click the **Lower Index Card** icon in the upper left-hand corner of your screen (If you need to go back to a previous record, at any point, click the **Upper Index Card**)
6. When you are finished using the database, drag the database icon (located on your desktop) to the trash (garbage can icon) on your desktop.

Frequently Asked Questions

Generally speaking, what type of data is contained in the first 6 field boxes?

- Industry field- Which industry do you want to work in?
- Geographic location- Where do you want to work?
- Position type- What kind of position do you want?
- Company name- Who do you want to work for?
- Position title- What type of work do you want to do?
- Semester record entered- When was this job record posted?
- Degree employer requests- What is your degree level?

What is the difference between the “semester record entered” and the “submitted by client on” fields?

“Semester record entered” is the semester that the record was actually entered into the database. “Submitted by client on” is the exact date we received the record from the employer.

When I search using the “geographic locations” field, what states belong to the different geographic locations?

New England	Midwest	South	Central/West
Connecticut (CT)	Illinois (IL)	Alabama (AL)	Alaska (AK)
Delaware (DE)	Indiana (IN)	Arkansas (AR)	Arizona (AZ)
Maine (ME)	Iowa (IA)	Florida (FL)	California (CA)
Maryland (MY)	Kansas (KA)	Georgia (GA)	Hawaii (HI)
Massachusetts (MA)	Minnesota (MN)	Kentucky (KY)	Oregon (OR)
New Hampshire (NH)	Missouri (MI)	Louisiana (LA)	Utah (UT)
New Jersey (NJ)	Nebraska (NE)	Mississippi (MS)	Washington (WA)
New York (NY)	Ohio (OH)	North Carolina (NC)	
Pennsylvania (PA)	Oklahoma (OK)	South Carolina (SC)	
Rhode Island (RI)	Wisconsin (WI)	Tennessee (TN)	
Vermont (VT)		Texas (TX)	
Washington, D.C. (DC)		Virginia (VA)	
		West Virginia (WV)	