Portals

There are times when it is preferred to show data from a related file in the form of a list. In the previous chapters only one product from each supplier is displayed, however, each supplier can provide more than one product to the company. The PORTAL tool can be used to show fields from related files in a list. It basically creates a window within a layout so that fields from the related tables can be seen. By doing this we will be able to view and enter multiple products from the one supplier.
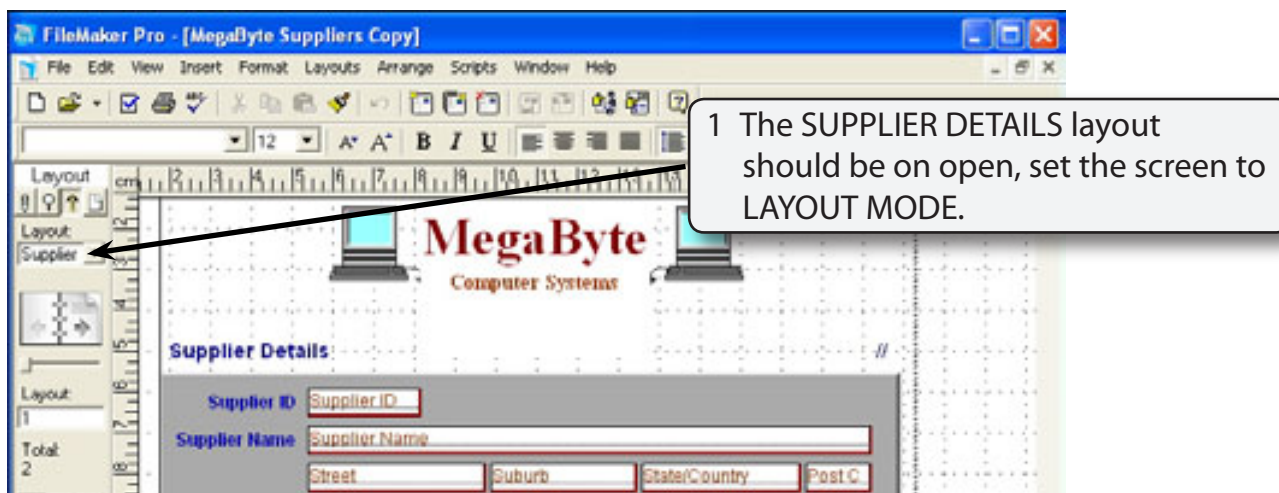
Opening the Database

The database that you used in the last chapter will be used to display a portal.

1   Load FileMaker Pro, click on OPEN AN EXISTING FILE and select OK. Or close the current file and select OPEN from the FILE menu.

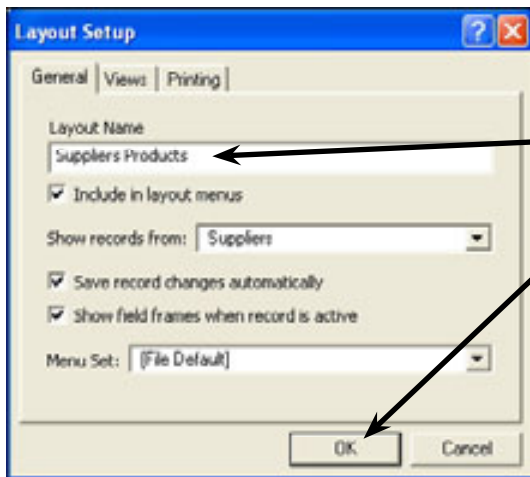2   Access your FMP8 FILES and load the file:

MEGABYTE SUPPLIERS COPY

Duplicating a Layout

We will create a duplicate of the current layout and place a PORTAL in the new layout.
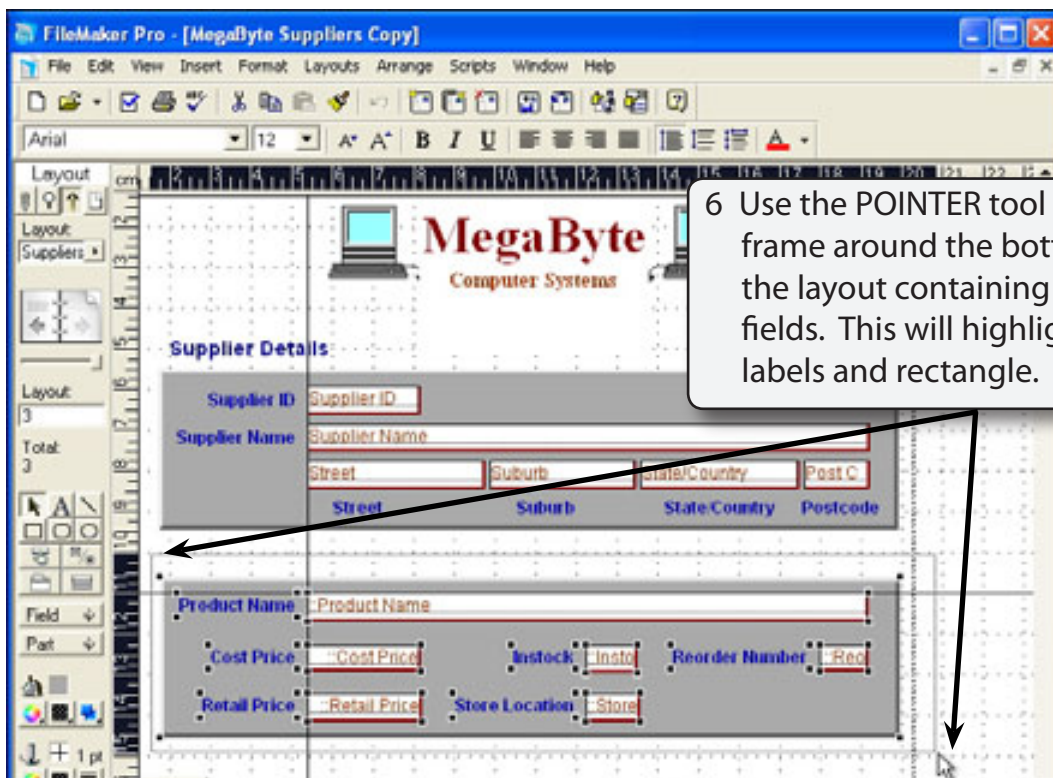

2   Display the LAYOUTS menu and select DUPLICATE LAYOUT.

3   Display the LAYOUTS menu again and select LAYOUT SETUP.

4 Rename the layout:
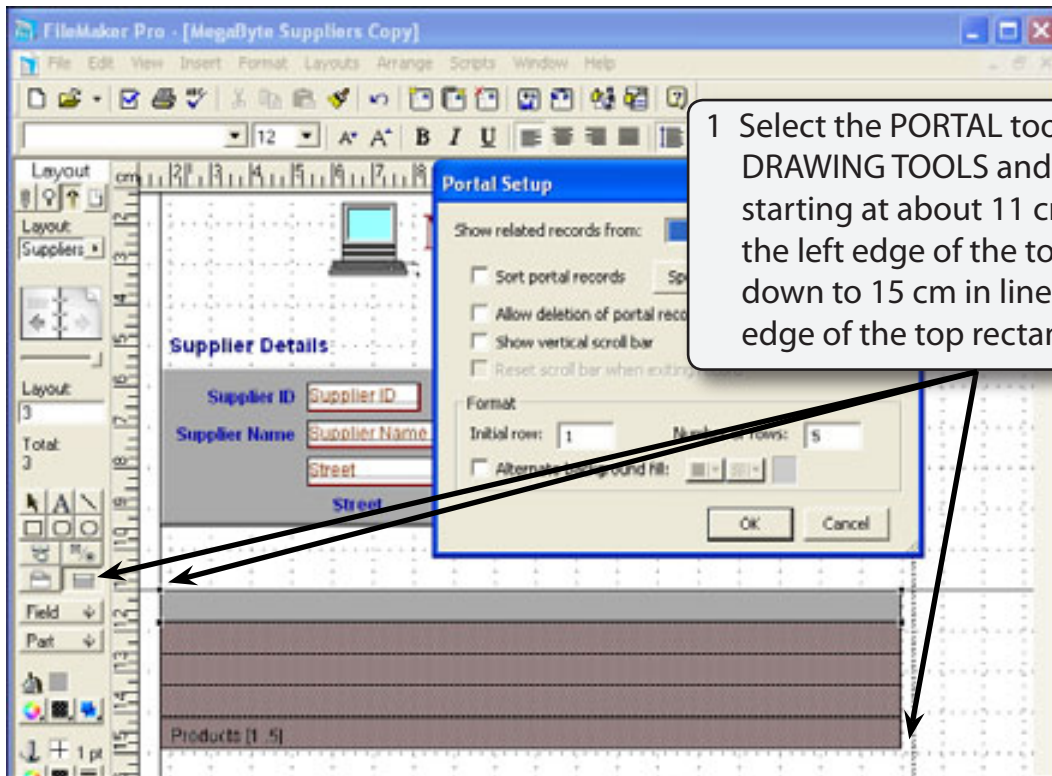
      Suppliers Products

and click on OK.

5   We don't need the PRODUCT fields in the current arrangement, so we will delete them and re-enter them in a PORTAL.
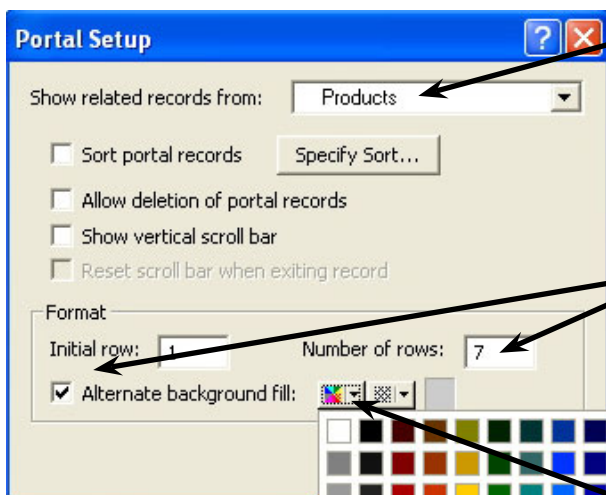

6 Use the POINTER tool to drag a frame around the bottom section of the layout containing the product fields. This will highlight the fields, labels and rectangle.

7   Press the DELETE or BACKSPACE key to remove the objects.

Inserting the Portal Frame

1 Select the PORTAL tool from the DRAWING TOOLS and drag a frame starting at about 11 cm in line with the left edge of the top rectangle, down to 15 cm in line with the right edge of the top rectangle.
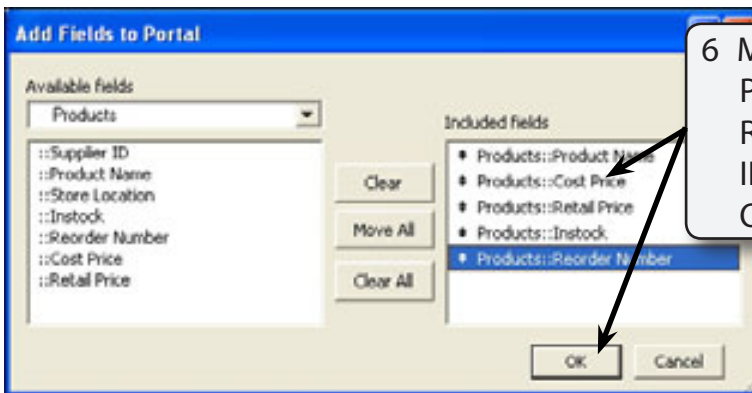
2 In the PORTAL SETUP dialogue box set the SHOW RELATED FIELDS FROM box to PRODUCTS.

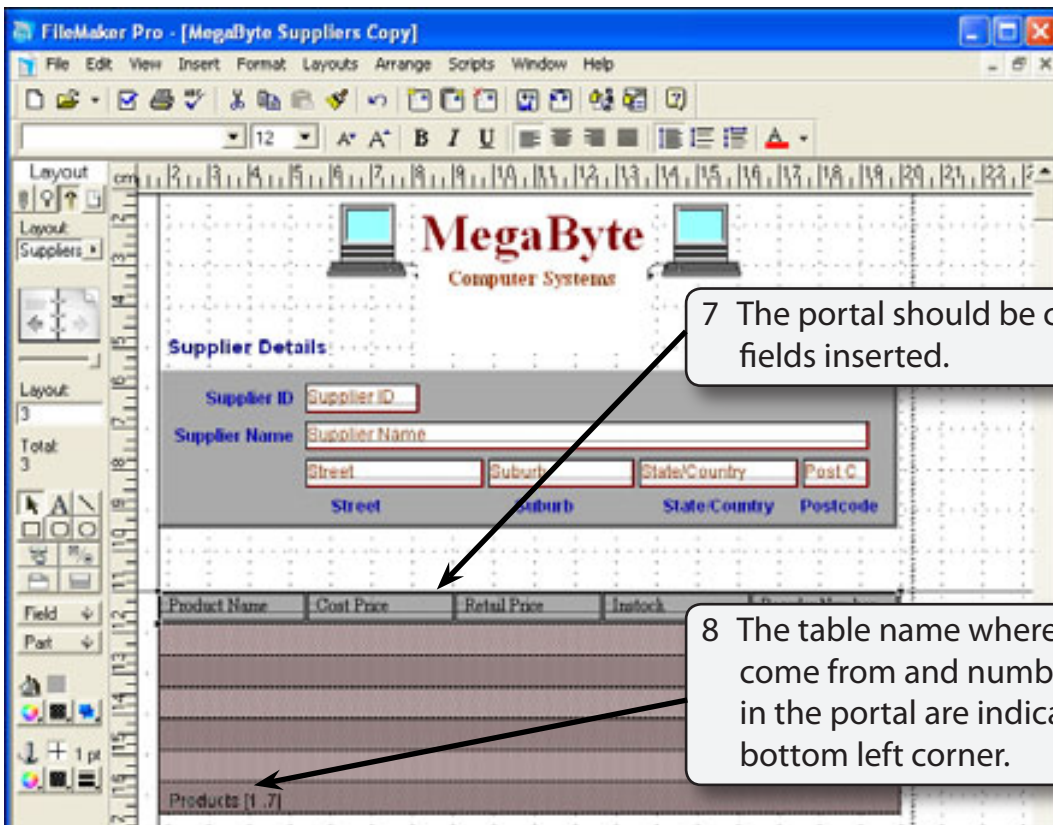3 Set the NUMBER OF ROWS box to 7 and click on the ALTERNATE BACKGROUND FILL box.

4 Set the FILL COLOUR box for the alternate fill to a light grey colour.

NOTE: **ALTERNATE BACKGROUND will cause every second row in the PORTAL frame to be shaded in a different colour.**

5   Select OK and you will be asked which fields are required in the portal.

6 Move the PRODUCT NAME, COST PRICE, RETAIL PRICE, INSTOCK and REORDER NUMBER fields into the INCLUDED FIELDS frame and select OK.

7 The portal should be created with its fields inserted.

8 The table name where the fields come from and number of rows in the portal are indicated at the bottom left corner.

9 Set the screen to BROWSE MODE and scroll through the suppliers. The products they supply are now listed.

10 The portal fields need to be formatted.

Formatting the Portal Fields

The PORTAL frame acts just like a columnar report. The fields are formatted and resized in the same way.

A The Text Formats

1 Return the screen to LAYOUT MODE.