Accessing the Illinois CRM Report Archive Database

Connecting to the Illinois CRM Report Archive Database

The Illinois CRM Report Archive is a web-based database. Browsers supported are:

Windows: Internet Explorer 6.0 or higher; FireFox 1.0 or higher; Safari 2.0 or higher; Chrome
Macintosh: Safari 2.0 or higher; Firefox 1.0 or higher; Chrome

1. In a web browser type in this address:

http://www.isas.illinois.edu/crmarchive/index.shtml
The Illinois CRM Report Archive web page will load (Figure 1).

2. Click on the "*Enter the Illinois CRM Report Archive*" link at the bottom of the page. (Note: you must have an Account Name and Password to access and use the database.)
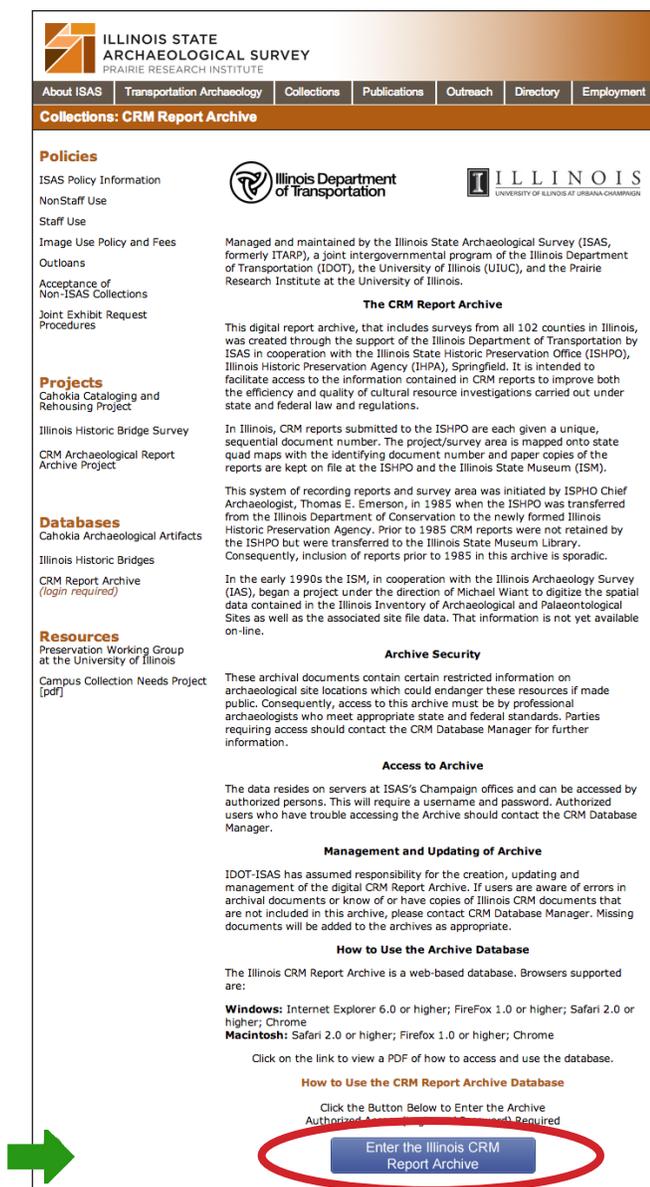

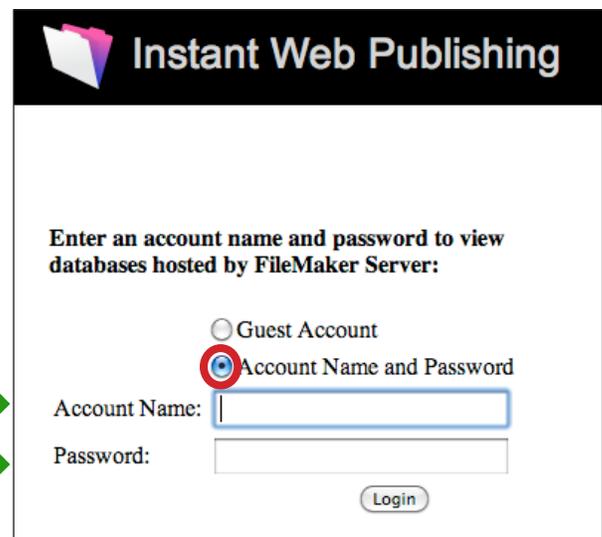*Figure 1. Illinois CRM Report Archive Web Page.*

Figure 2. Login screen for Illinois CRM Database.

3. You will be redirected to the login screen for the Illinois CRM Report Archive database (Figure 2).
Make sure the **Account Name and Password** button is selected.
Enter your assigned Account Name and Password and click on the "Login" button.

4. Your web browser will show the link to the Illinois CRM Report Database (Figure 3). Click on the link to load the database within your browser.

Figure 3. Link to Illinois CRM Database.

5. Figure 4 shows the Illinois CRM Report Database loaded into a web browser. You can scroll through the thousands of records by clicking on the forward or backward buttons on the left side of the screen in the tool palette. But you will find it much quicker to use the Find Mode to find and download the PDFs of survey reports.
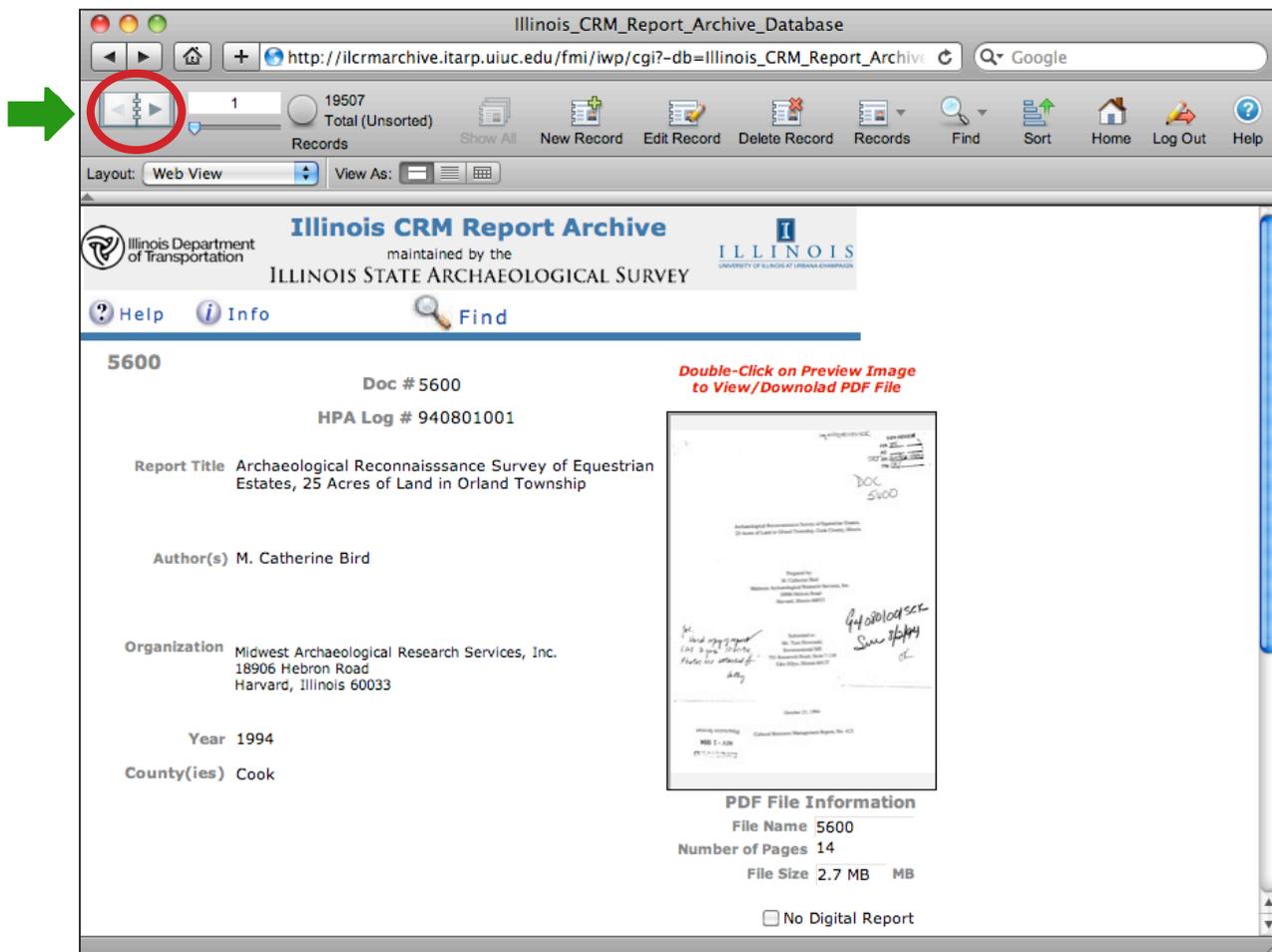

Figure 4. The Illinois CRM Database.

Using the "Find" Mode to Search for PDFs

To do a Find/Search in a database select the magnifying glass icon (Figure 5). Alternately you can click on the "Find" icon 🔍 Find. All fields in the database will go blank and you can enter in your desired search in the appropriate field. The example below shows a search on the Document's Number (Doc #) field.

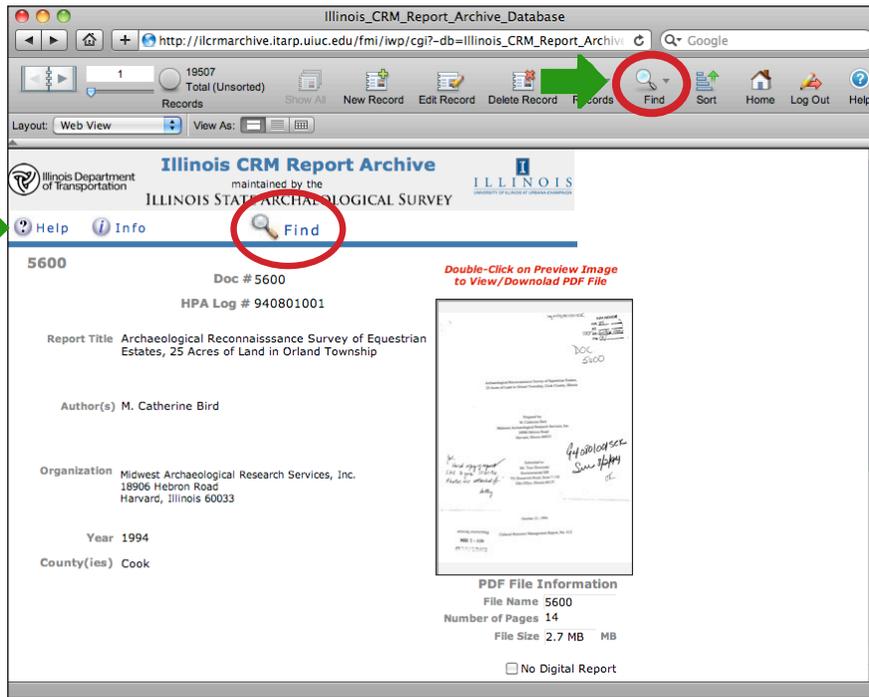**The Find icon here has been removed. Please use the icon in the toolbar.**

Figure 5. Selecting the "Find" Feature of the database.

In the Doc # field enter in the Document Number of a survey's pdf (ie., 5600) see Figure 6. Then click on the "Perform Find" button in the tool palette.
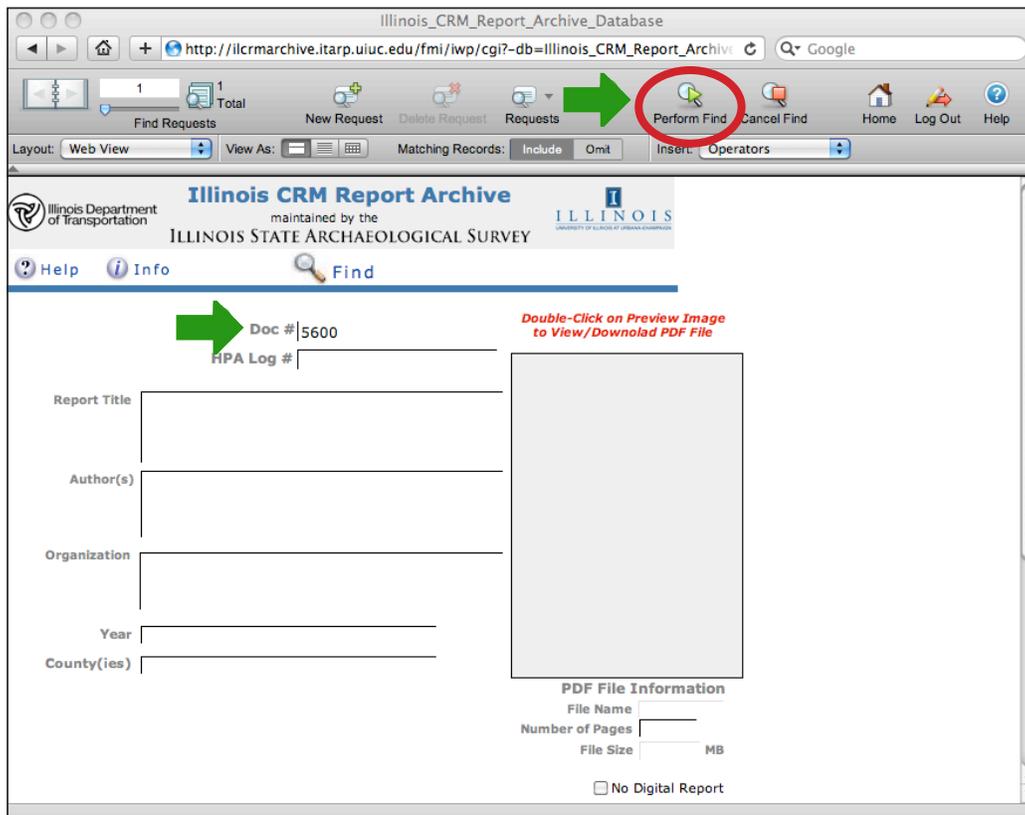

Figure 6. Entering in the Document Number Using the Find function.

Results of your search will be displayed (Figure 7). Click on the document preview to access the document. Depending how your browser is configured the file will either be downloaded to your computer or if your browser has a PDF plugin it will be displayed within your browser window (Figure 8).
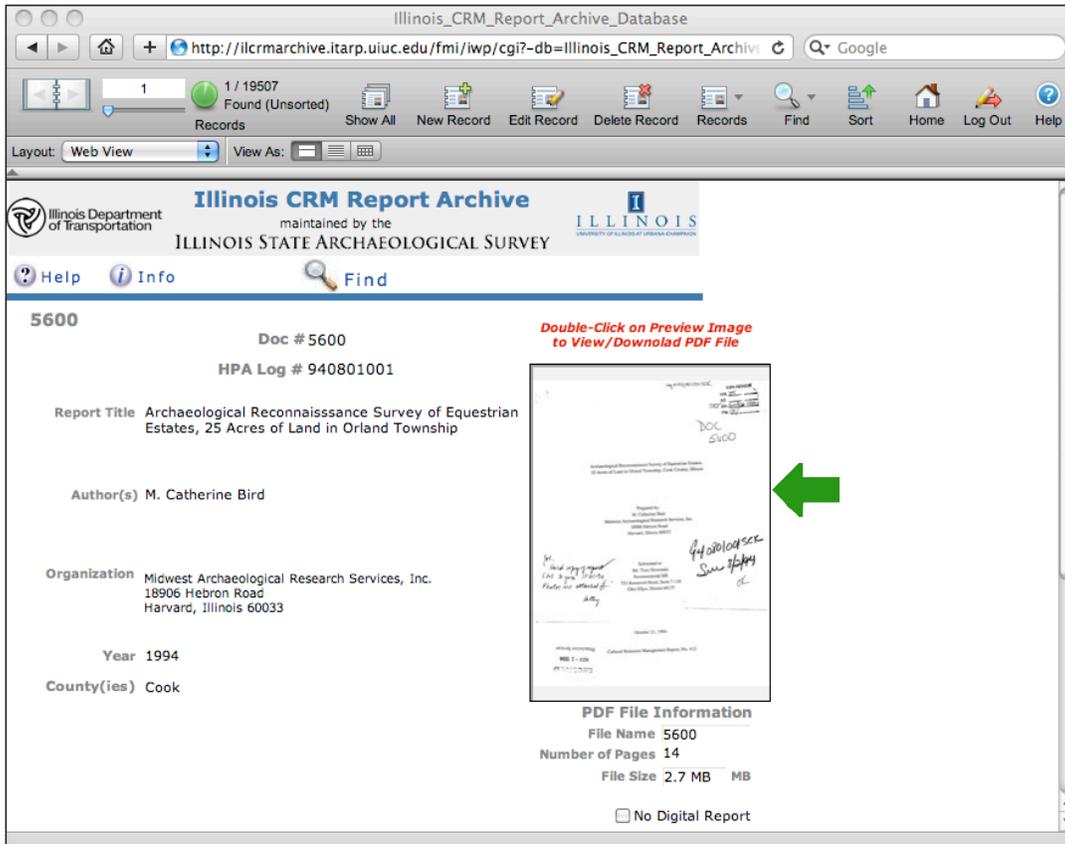

Figure 7. Search results for Document # 5600. Click on the document preview to access the document.
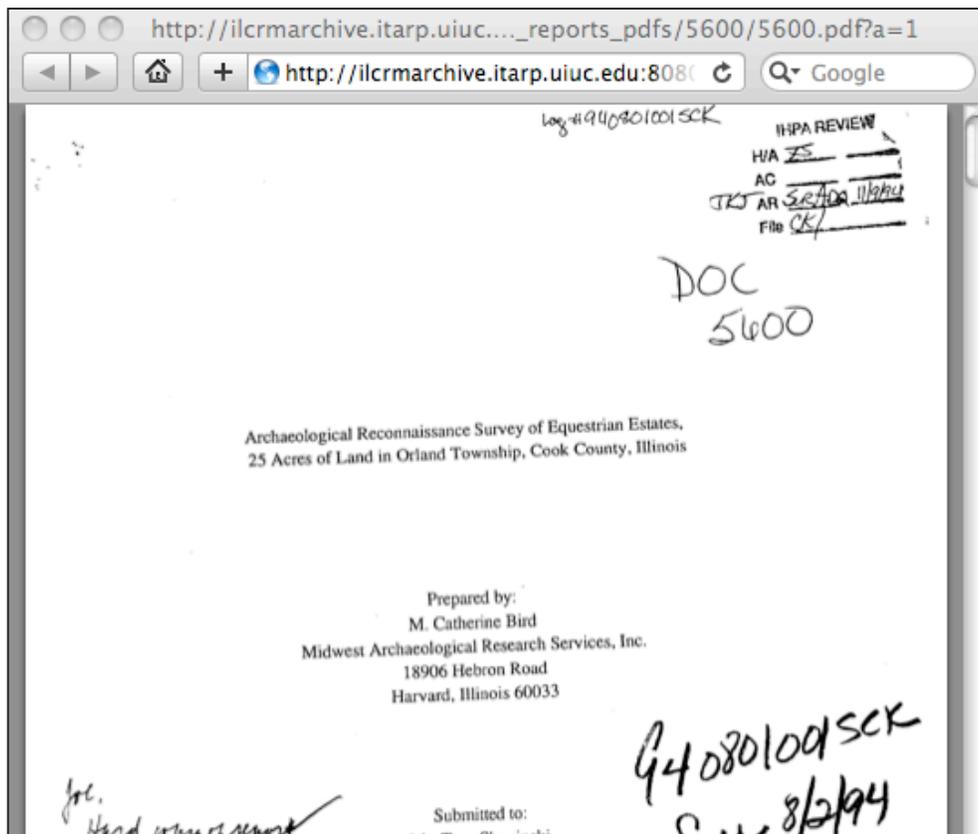

Figure 8. PDF Displayed within Web Browser Window.

Using Specific "Find" Mode to Search for PDFs

In some cases, particularly lower numbered reports (Doc #s), the database will return multiple finds. For example if you search for Doc # 14, you get over 1000 results (any report number with "14" in it) (see Figure 9).
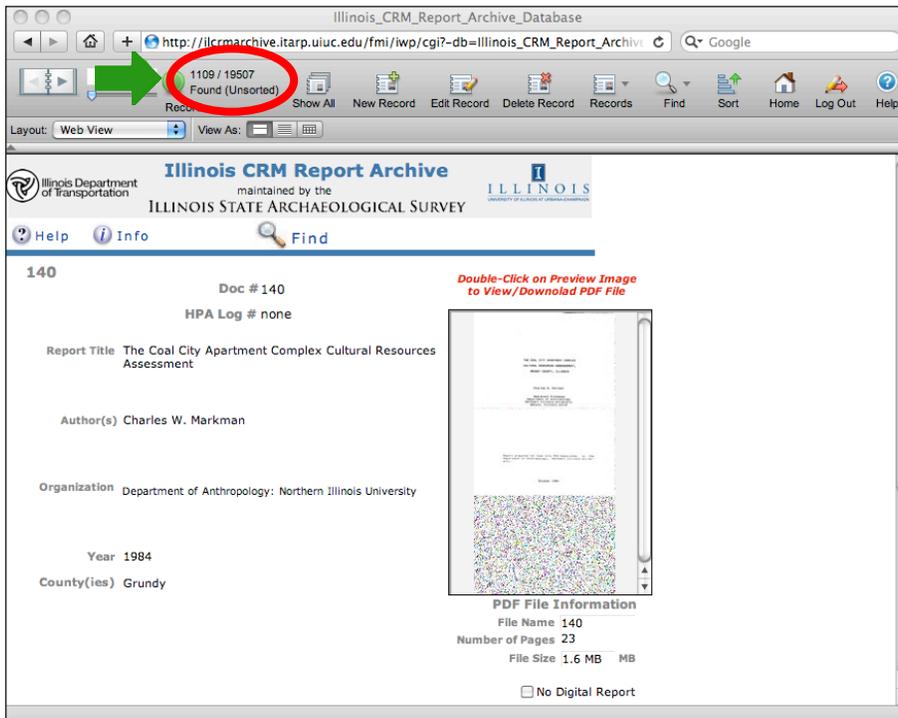

Figure 9. Multiple search results for Document Number 14.

In order to specify a find that gives only the exact results you need (e.g., Doc # 14) you must put an "=" before your number in FIND (Figure 10); with the results (Figure 11) showing only that exact record.
REMINDER: In order to perform the search you must click on the "Perform Find" button.
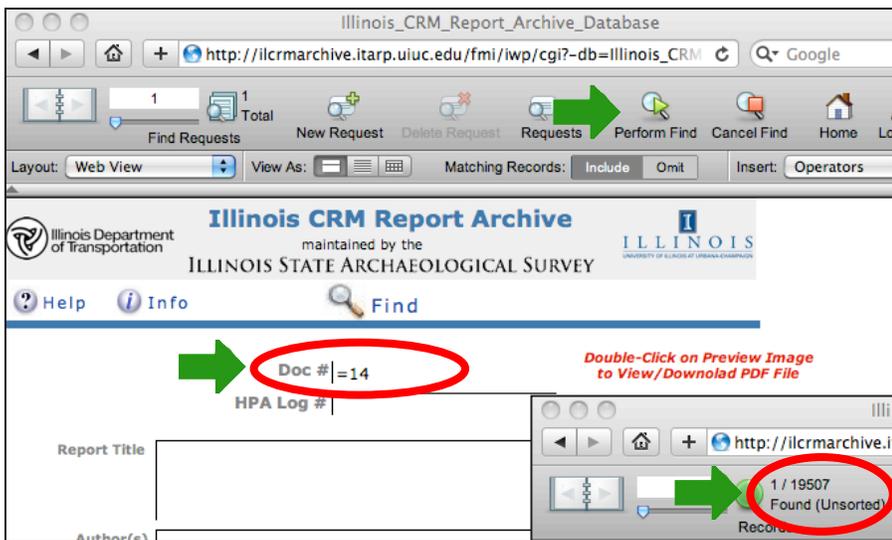

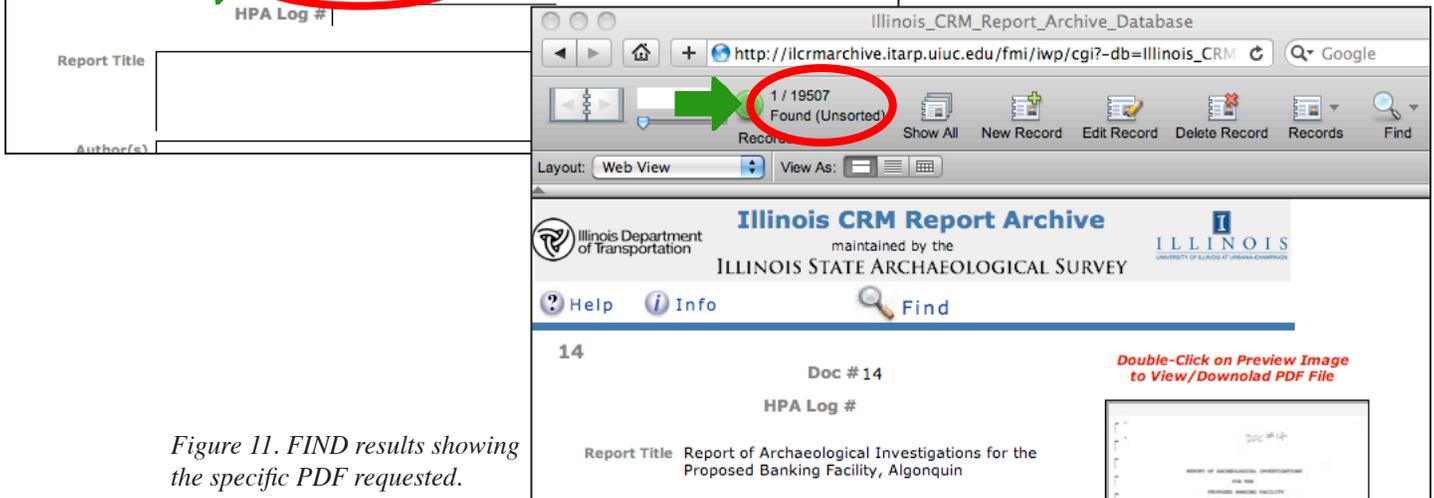*Figure 10. Using the "=" to perform an exact match.*

Figure 11. FIND results showing the specific PDF requested.

You can search on any field in the database. Here is an example of searching by county. Click on the magnifying glass and the database fields become blank. Enter your search term (in this case Logan) in the proper field and click on "Perform Find" in the left hand tool bar (Figure 12).
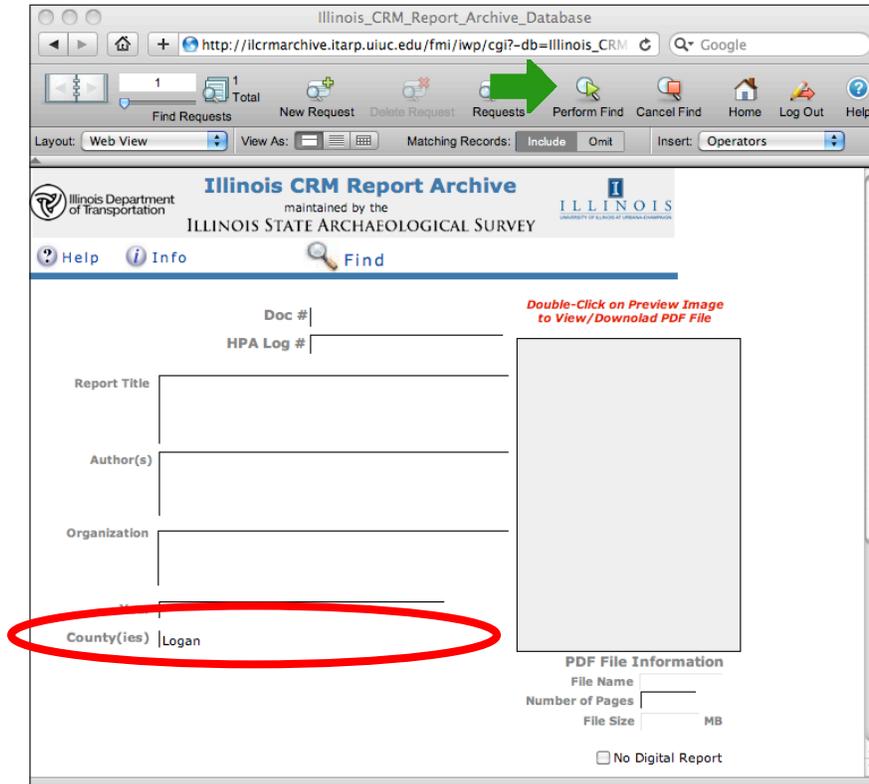

Figure 12. Searching in the County field for documents within that county.

Results are displayed in the database (Figure 13). In this instance a search for Logan county resulted in 37 documents. You can also do a multiple field search. Example: You could search for a specific county and a word in the Report title.
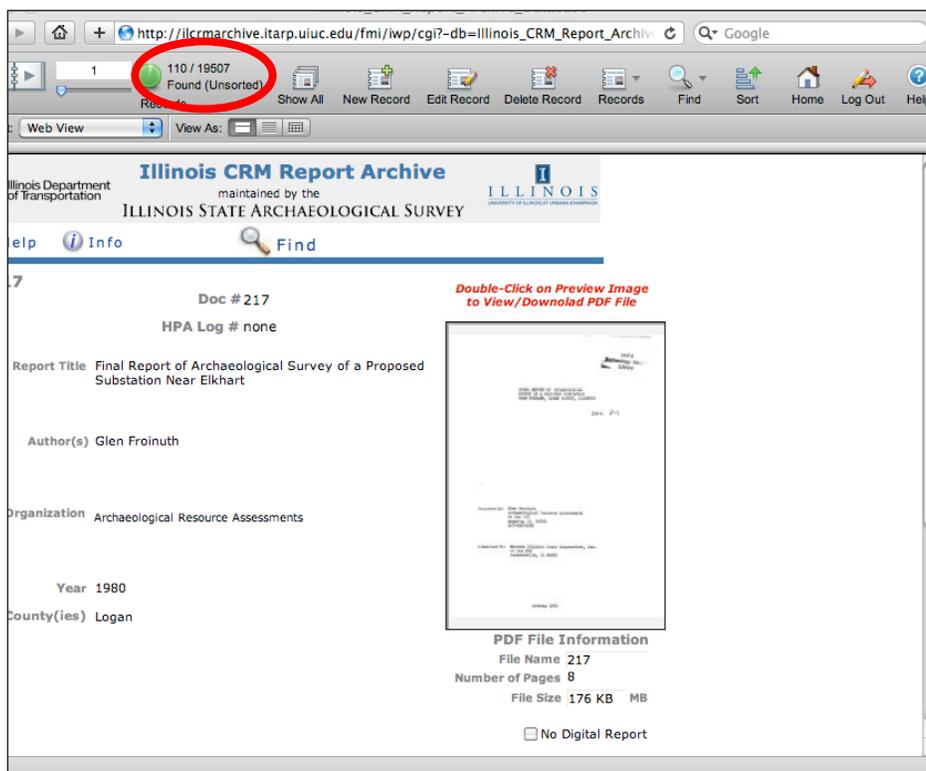

Figure 13. Search results for Logan county.

Logging Off the Illinois CRM Report Archive Database

After 15 minutes of inactivity you will automatically be logged off the database. The logoff message will only appear if after 15 minutes of nonuse you begin to use the database again (see Figure 14).
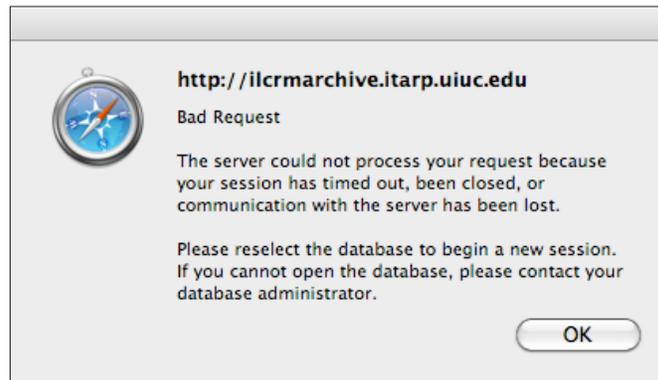

Figure 14. Logoff message.

We encourage you to Logout of the database when you are finished. To logoff click on the "Log Out" button in the tools bar (Figure 15) and at the next screen click on the "Logout of FileMaker Server" (Figure 16) you'll be returned to the Account Login Screen and at that point can close or quit your browser.
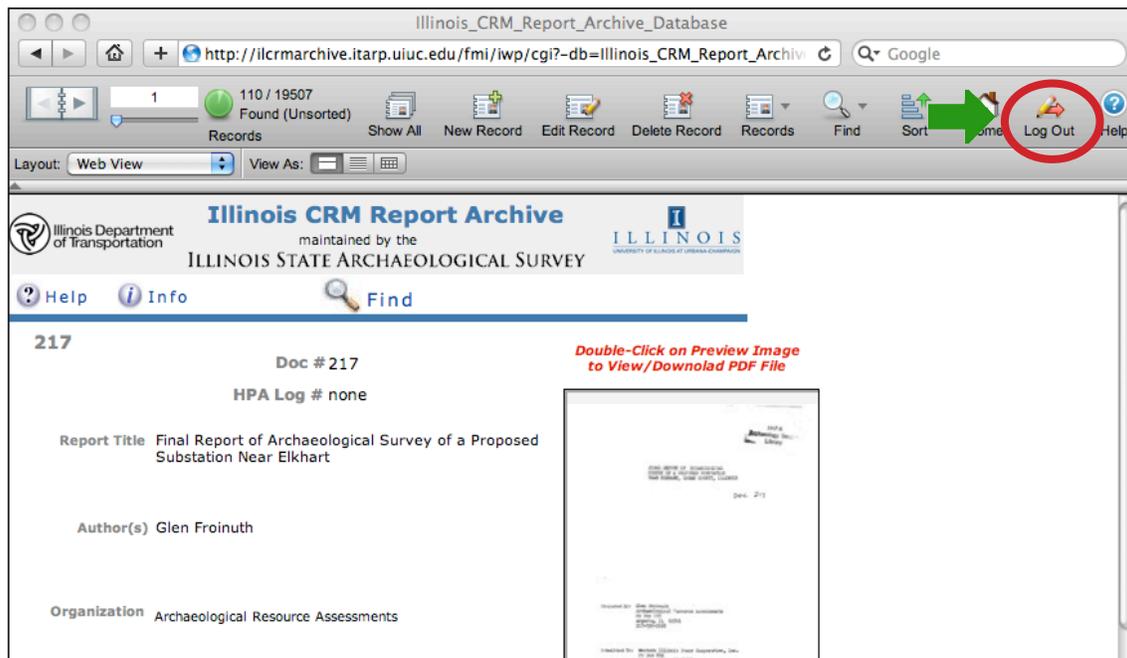

Figure 15. Logging out of database.

Figure 16. Logging out of server.