



# How do I...Create an index for my definition files?

My staff say that they don't understand the names I've given to my definition files!! You know the story, you wrote a definition file for admissions and called it adm.def and your staff don't know whether that's adm for admission, admin, admit guilt or what!

So, you want to get a nice list of descriptions when you type O for Operate then G for Gen from a management record card!

## Something that looks like this?

```
Client Name : Albion,Mr & Mrs B H      Number      :      2
Ad          :                          Branch       :      1
Ad          :                          Type        :      EQ      OB
Ad          :                          Status      :
Te          :                          Private
Fe          :                          . Due      :      15.39  Send Bill  : Y type D
Dr          :                          t Paid   : 13.01.2004 Days Since : 490
VAT         :      2.29      Last Cons : 20.09.2004 Days Since : 239
Payments    :      0.00      Next appt. : 23.07.2004 Time      : 0000 TELEPHO

Animal Name : Bob                    Born        : 24.02.1999
Breed       : Arabian                 Age         : 6y 3m
Colour      : Black                   Sex         : MN
Tattoo / ID : 23456                  Height      : 13.2

Vaccination : NO DETAILS             Reg: Pensioner - Waiting Forms
Discount    : ----                   Insured     : NO      Related  :
```

## Step one: Setting up the index in the vet system

1. In the vet system, press F6 to create a shell and, at the Vet> prompt type cd text and press return.

```
Shell created - remember to press CTRL d to return
Vet> cd text
```

2. Then, again at the Vet> prompt, type ste def.idx

```
Shell created - remember to press CTRL d to return
Vet> ste def.idx
```

3. Now, edit the file to list your documents; you should have something like this.

```
recovery.def      Post Op Form
anae.def          Pre Op Admission Form
euth.def          Euthanasia Consent Form
consent.def       Anaesthetic Consent Form
adm.def           Admission form
```

4. The actual filename should be typed on the left hand side and the description you want to show on your menu should be typed on the right hand side
5. When finished you press function key F2 to save and quit.

```
F1=Help F2=Save/Quit F3=Abort F4=Save F5=Ins/File F6=Del/Line F7=Reformat INS
```

6. At the Vet> prompt type in exit and press return to get back to the vet system.

This step has now told PremVet WHAT your documents are called, and where to find them.

Test your index out by going to a client card in PremVet, press O (per) and then G (en) – does your little menu appear?

## Step two: Setting up multiple menus

**It is possible to have extra menus set up in /text to let you have different types of forms bundled in different menus.**

- Shell out of the Vet system by pressing F6 as in **Step 1 “Setting up index In the Vet system”**
- At the Vet> prompt type **cd text**
- Then type **ste def.idx**
- Add your MENU headings like this

lett.idx	Letters/forms
op.idx	Operation Forms
export.idx	Export Forms
info.idx	Information handouts
label.idx	Labels
e	PRESS return, then E to exit

Now you need to tell each **index (.idx)** which forms should be listed when it is accessed

### E.g. for op.idx.

- Shell out of the Vet system by pressing F6 as in **Step 1 “Setting up index In the Vet system”**
- At the Vet> prompt type **cd text**
- Type **ste op.idx**
- Type in your filenames that you wish to be accessed through this menu

def.idx	RETURN to main index
dental.def	Post op sheet - dental
spay.def	Post op sheet - spay
absc.def	Post op sheet - cat abscesses
inp.def	In patient sheet

When you have added all your from names, save the file.

**NB: Putting def.idx as the first line enables you to 'go back' to the main category index.**

**Now, when you access O for Oper and G for Gen from a pet record card, you will, first of all, see a drop down menu listing different categories of form, then you will be shown a list of forms available within that category**