



How do i...

Summary of steps to Monitoring success!

1. Create user defined codes to standardise text entries.

Examples: Advise dental within 6 months, Advise spay, Advise try Selgian

2. Create macros to include standard text

Macro ad6 = Adv dental within 6 months

Macro asel = Advise try using Selgian

3. Use these macros to record when you said something

Typing in ad6 into Auto on a clinical record will type the whole line Advise dental within 6 months.

4. Use Data Major to find who you said what to.

Data Major> Ad Hoc query> Clinical text search will allow you to search your entire database for a particular phrase and report back which cards contain it,

5. Use Data Major to search for people who were advised to have something but haven't come in for it,

Data Major > Stored Reports > Clinical record queries > Has had and Not had report.

6. Integrate your Premvet list from Data Major to do a mail merge and send a letter to all these people.

Run the report to Windows to load straight into XL or similar OR File it and export it to a Windows environment when you are ready to do a mail merge.

7. Record the fact that you sent them a mail shot by using a macro that adds a line of text and allows an answer to be recorded.

Once again use user defined codes and macros to update the clinical record.

8. Record any response to the mail shot using macros and user defined codes. User defined files can use AP metacharacters to ask questions and record answer

9. Use Data Major again to see what percentage of people who had a mail shot responded to it



How do i...

Data Major > Stored Reports > Clinical record queries > Has had and Also had report.

