

IES Medical: System Housekeeping

Purpose

The purpose of this Document is introduce the Medical System Housekeeping functions.

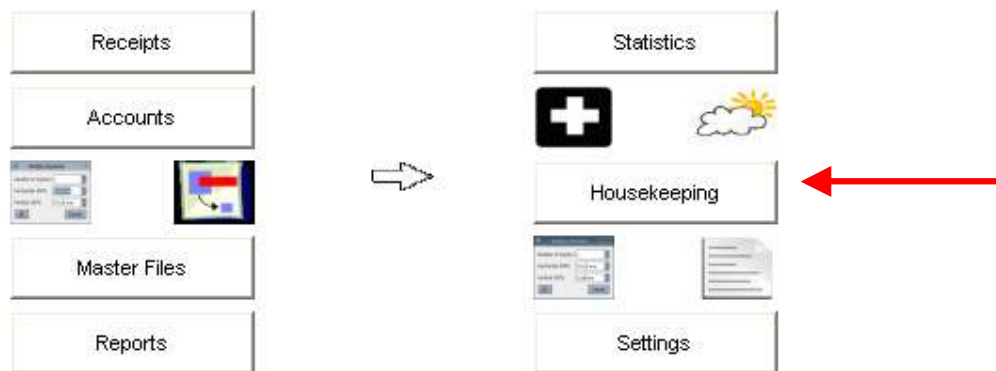


Introduction

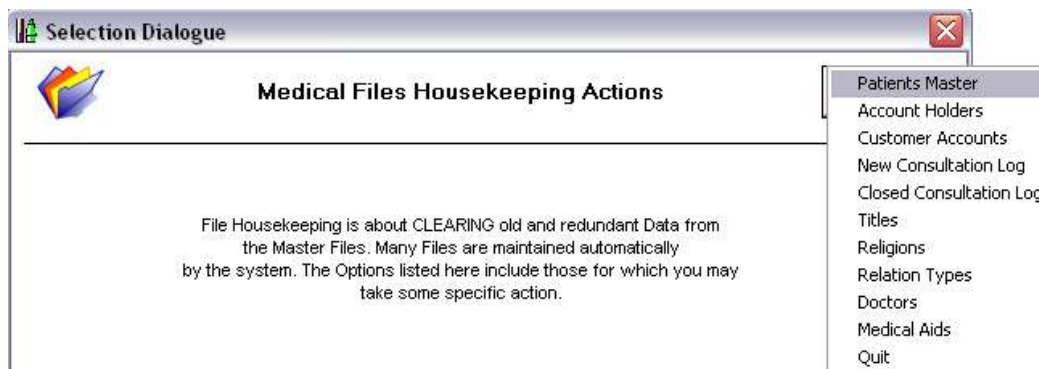
By and large, the system is self-maintaining. On the other hand, you may want to trim some old and redundant data from time to time. For example, Patients who have not been back after 5 years may seem like unnecessary information to keep. Nevertheless, it is optional to remove redundant data and you can keep information on-line as long as you like – hence the housekeeping functions to perform on demand.

The Housekeeping Function


The Housekeeping function is selected directly from the main Medical menu.

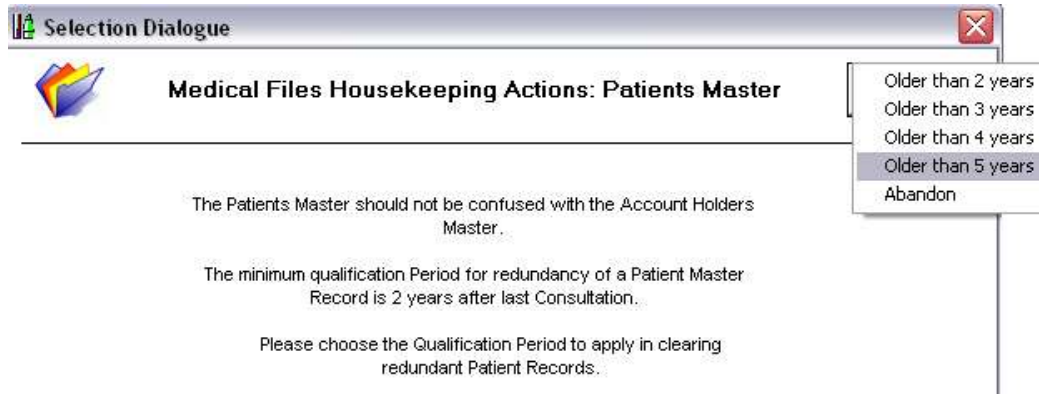


When selected, the Housekeeping wizard appears.



Depending on your selection of Master File to perform housekeeping on, the system will step you through the options. In the example below, we show the 'Patients Master' choice being selected.

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Above, we show the next step on the Patients Master, and select records older than 5 years of inactivity, to be cleared.



0 Master Records have been Deleted, plus related links.

In this case, the system found zero records that have been inactive for more than 5 years, and therefore deleted nothing.

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