

SPECIAL RESPONSES TO FIELD PROMPTS

Deleting a Field's Value (@)

When you want to delete an answer previously entered, without substituting any other answer, enter an at-sign ("@") as a response to that prompt:

```
DATE OF BIRTH: May 21, 1946// @ <RET>
SURE YOU WANT TO DELETE? YES
```

Figure 65: Deleting a Field Entry

In this example, the date on file would be erased: there is no answer to the DATE OF BIRTH question; its value is now null. You're asked to confirm the deletion; this gives you a chance to change your mind before deleting the field.

Jumping to Another Field with the Up-Arrow (^)

If you fail to notice a typing error until after you've pressed the Enter/Return key and stored a field, you can still correct this error. What you need to do is go back to the field where the error occurred. You can usually accomplish this by using the *jump* command. This command requires entering an up-arrow ("^") along with the name, or first few letters, of the field to which you wish to jump. Instead of moving to the next prompt, you jump to the prompt you identified, as shown below:

```
SSN: 123123123// ^DATE OF BIRTH <RET>
DATE OF BIRTH:
```

Figure 66: Using the Up-arrow to "Jump" to a specific Field

To get a list of the fields to which you can jump, enter an up-arrow and a question mark ("^?") at any field prompt.

You can use the up-arrow to jump both forward and backward in a sequence of fields.



Sometimes, you may only need to update one field in a record. You can jump directly to that field once you start to edit that record. This can save time; you don't need to go through every field and prompt that precedes the one you want!

Exiting with the Up-Arrow (^)

To exit or opt out of answering any question or prompt, enter the up-arrow ("^") by itself at the field prompt, as in the example below:

```
SSN: 123123123// ^
Select PATIENT NAME:
```

Figure 67: Using the Up-arrow to Exit a Prompt

In the previous example, the field value 123123123 remains unchanged, but you skip the rest of the questions for this record and return to the "Select..." prompt. If you enter an up-arrow ("^") at the "Select..." prompt, you return to the previous prompt, and so on.

Entering the up-arrow ("^") by itself to exit a given function is a convention used throughout **VISTA** applications.

Exiting with the Up-Arrow (^ ^)

When the user is doing a lookup to the file, VA FileMan may search many indexes looking for a value that matches the users input. This can be time consuming. If the user wants to get out of the lookup before VA FileMan has completed the search, the user can enter "^^" at any prompt.

Mandatory (Required) Fields

In some cases a field is *mandatory*, and you *must* enter a value, if one isn't already there; in other words, a null response (i.e., pressing the Enter/Return key without making an entry) is not valid. When you use the up-arrow ("^") or press the Enter/Return key without entering data in one or more fields in the entry, your terminal "beeps" and prompts you again to enter information.

If you don't fill in all required fields in a record, it is considered incomplete, and won't be stored unless you fill in the required fields. This protects the database from records containing so little information that they are useless. Enter the requested information.

If you still need to exit before you can provide all required information, you should abort your edit and start over later. You can usually exit out of the data editing sequence by answering any of the prompts with an up-arrow ("^").

Spacebar Recall

VA FileMan can recall your most recent response to a prompt. This feature is called Spacebar Recall and employs the Spacebar (<**Space**>) and Enter/Return (<**RET**>) keys. For example, if you are editing a particular patient in a Nursing application and then switch to the Order/Entry application to work with the same patient, you can usually retrieve the same patient by pressing the Spacebar and the Enter/Return keys at the second application's (Order/Entry) "Select PATIENT NAME:" prompt.

For example:

```
Select PATIENT NAME: <Space><RET>
DOE,JOHN
NAME: DOE,JOHN//
```

Figure 68: Using the Spacebar Recall Functionality



You can use Spacebar Recall throughout VA FileMan and the Kernel. Experiment with this feature as a quick way to recall your last response to most prompts.

Typical Data Entry Session

So far we have discussed responding to individual prompts. Here is an example of a typical data entry session. The example is characteristic of editing data in many **VISTA** applications:

```

Select Patient (Name or SSN): ADAMS, <RET> CYNTHIA          01-12-41
123456789      COLLATERAL

Height: 5' 4"// <RET>
Weight: 150#
Date Weight Taken: TODAY// <RET> (MAY 17, 1995)
Usual Weight: 145#
Wrist Circumference (cm): <RET>
Frame Size (SMALL,MEDIUM,LARGE) MED// <RET>

Calculation of Ideal Body Weight
    H Hamwi
    M Metropolitan 83
    S Spinal Cord Injury
    E Enter Manually

Method: S <RET>

Extent of Injury:
    P Paraplegic
    Q Quadriplegic

Select: P <RET>

Select Ideal Weight (109-118) 114 lb // <RET>
Does Patient have an Amputation? NO// <RET>
Do you wish Anthropometric Assessment? NO// <RET>

Collecting laboratory data ...

Calculate Energy Requirements Based On:

    1 Actual Body Weight
    2 Ideal Body Weight
    3 Obese Calculation

Choose: 1 <RET>

Comments:
    No existing text
    Edit? NO// <RET>

Do you wish to FILE this Assessment Y// <RET>

```

Figure 69: An Example of a Typical Data Entry Session