

## Adding and Deleting from Multiples

Some special considerations apply when you are editing Multiple-valued fields. One example of a Multiple field is the DIAGNOSIS field in the PATIENT file. As you may recall from Chapter 6, "About Each Field Type," a Multiple is a field in a record that can store multiple Subrecords. In this case, VA FileMan must be able to store multiple diagnosis entries for a single patient, and it uses a Multiple field to do so:

```

Select PATIENT NAME: WAGSTROM,RICHARD

NAME: WAGSTROM,RICHARD// <RET>
PATIENT DATE OF BIRTH: 4/19/49// <RET>
Select DIAGNOSIS: ??
  1  ANGINA PECTORIS
  2  PNEUMONIA

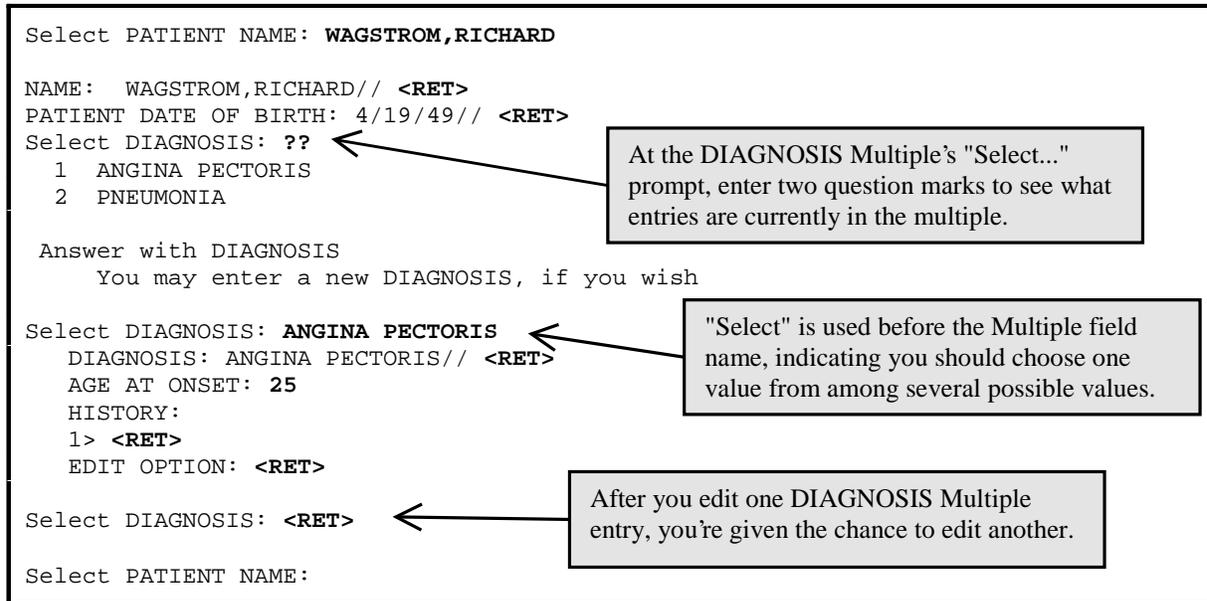
Answer with DIAGNOSIS
  You may enter a new DIAGNOSIS, if you wish

Select DIAGNOSIS: ANGINA PECTORIS
DIAGNOSIS: ANGINA PECTORIS// <RET>
AGE AT ONSET: 25
HISTORY:
1> <RET>
EDIT OPTION: <RET>

Select DIAGNOSIS: <RET>

Select PATIENT NAME:

```



**Figure 94: An Example of a Multiple Field**

Multiples have .01 fields, just like records at the top level of a file. Thus, just as with records at the top level of a file, you select entries in the Multiple at the Multiple's "Select..." prompt. You can also add a new entry by typing it in at the Multiple's "Select..." prompt. You can delete an entry in a Multiple by entering an at-sign ("@" in the existing entry's .01 field.

Enter a single question mark ("?) at a Multiple's "Select..." prompt to retrieve brief Help for the field; enter two question marks ("??") to choose from the list of entries in the Multiple.

## Enter or Edit File Entries Option

In most cases you enter and edit data through application programs. Applications are pre-programmed to allow you to edit specific files, and often only a subset of the fields in any given file. The application shields you from many aspects of editing the file data, such as even knowing the name of the file you are working with. Usually, this information is already chosen for you by the application.

You can also edit data in a file directly, however, using VA FileMan's Enter or Edit File Entries option. Your ability to edit data in any given file depends on:

- Whether you have the Enter or Edit File Entries option on your menu.
- Whether you have access to edit the file in question.

The steps to use the Enter or Edit File Entries option are:

1. At the "INPUT TO WHAT FILE:" prompt, choose which file to edit. To see what files you have access to, you can enter two question marks ("??") at this prompt:

```
INPUT TO WHAT FILE:??
Choose from:
335235          CATHY'S DATA          (7 entries)
335238          PROJECTS              (3 entries)
335668          WARD HISTORY          (178 entries)

INPUT TO WHAT FILE: PROJECTS
```

**Figure 95: Choosing a File to Edit**

2. At the "EDIT WHICH FIELD:" prompt, choose what fields to edit for each file entry. The easiest response is to just accept the default of ALL fields by pressing the Enter/Return key:

```
EDIT WHICH FIELD: ALL//
```

**Figure 96: Choosing the File Fields to Edit**