

**OFFICE OF THE CHIEF INFORMATION OFFICER
OFFICE OF THE ACIO FOR TECHNICAL SERVICES
VISTA SOFTWARE DEVELOPMENT SERVICES
July 1997**

STANDARD OPERATING PROCEDURE NO.

LIST MANAGER MNEMONICS

1. PURPOSE:

The purpose of this document is to define the policy for use of List Manager Actions and associated mnemonics representing user actions within **VISTA** applications.

2. POLICY:

List Manager is an approved tool for presentation of a user interface for **VISTA** applications. Use of List Manager must present a consistent interface to users which is achieved through the use of common Actions (protocols) and mnemonics.

All **VISTA** software products are required to use standard terms for Actions and, if needed, associated Mnemonics, for Actions that have the same or essentially the same meaning as those listed below. Actions that differ substantially in meaning from those below may be used without regard to this list (though additions to this list may be made in the future).

Action	Mnemonic	Definition
Auto-Display(On/Off)	ADPL	Turns on/off display of actions at bottom of screen
Detailed Display	DD	All items displayed in detail
Down a Line	DN	Move down one line in the list
Exit	X	Leave the application area
Expand Entry	EE	Expand the selected entry
First Screen	FS	Go to the first page of the list
Go to Page	GO	Go to a particular page in the list
Help	?	Provide general help in the context of the screen
Help Topics	???	Give a list of help topics & brief descriptions
Hold	HD	Place a pharmacy prescription order on hold
Last Screen	LS	Go to the last page of the list
Next Screen	+	Go to the next page of the list
Next Screen	NX	Go to the next page of the list (alternate mnemonic)
Other Actions	??	Display hidden actions
Previous Screen	-	Go to the previous page of the list
Print	PT	Print in the context of the selection
Print Screen	PS	Print only the content of the current screen
Re-Display Screen	RD	Clear and re-display the current screen

Select Patient	SP	Choose a new or different patient
Shift View to Left	<	Move the display to see to the left
Shift View to Right	>	Move the display to see to the right
Sign & Release	\$	Sign and release the selected item(s)
Up a Line	UP	Move up one line in the list
Verify	VF	Review and indicate items are verified

Variations on the Actions and Mnemonics must be approved by Technical Integration. If one of the above Actions has the same beginning letters as another Action, and the desire is to change the beginning letters to reduce the number of keystrokes needed to make a selection, introduce a new Action name.

Where an application Action has essentially the same meaning and/or intent as one of the above item names, use the above Action name.

Use Mnemonics only where necessary. That is, if the Action is a hidden Action (therefore not displayed), or if using the assigned Mnemonic makes it easier for the user to make a selection (e.g., allowing the user to type in one or two letters to get the action rather than a choice of Actions from which to select).

3. RESPONSIBILITY:

- a. The developers of a **VISTA** product are responsible for use of List Manager Actions and Mnemonics according to this procedure. Requests for deviation from this standard set of Actions and Mnemonics must be submitted via electronic mail on FORUM to G.IAC.
- b. Technical Integration is responsible for reviewing and approving all deviations from the above approved list of standard Actions and Mnemonics.
- c. Technical Integration is responsible for maintenance, update and distribution of the approved set of List Manager Actions and Mnemonics.

4. PROCEDURE:

The process for use of List Manager Actions and Mnemonics is:

- a. Developers of . **VISTA** products may use the approved list of List Manager Actions and Mnemonics as needed for their products.
- b. Developers requesting to alter the approved list must submit a request using electronic mail on FORUM to G.IAC. Release of altered standard Actions and/or Mnemonics must be approved by Technical Integration in writing, either by response via electronic mail or memorandum.

- c. Developers seeking to contribute additional Actions and associated Mnemonics for inclusion in the approved list must submit their recommendations using electronic mail on FORUM.
- d. A list of approved List Manager Actions and Mnemonics is maintained on FORUM through the DBA menu.

5. REFERENCES: None.

6. DEFINITIONS:

Action - the individual processes which a user may select for applications presented via List Manager.

List Manager - a **VISTA** software product that creates a framework for user actions. List Manager is part of the **VISTA** software infrastructure.

Mnemonic - a shorthand abbreviation for an Action.

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