



**Quality Management Integration Module
(QMIM) V. 1.7**

User Manual

July 1995

Department of Veterans Affairs
Office of Enterprise Development
Management & Financial Systems

Revision History

Initiated on 3/16/09

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
3/16/09	Reformatted Manual		REDACTED

Revision History

Table of Contents

Introduction	1
Orientation	3
Package Operation	5
Date Selector	5
Group Selector	6
Ad Hoc Report Generator	7
General Instructions	7
Range Selection Within a Field	8
Ad Hoc Sort Modifiers.....	9
Ad Hoc Print Modifiers	10
Sample Reports	11
Macros.....	19
How to Begin	19
Building a Macro	20
Save Function.....	21
Inquire Function.....	23
Load Function	23
Output Function	23
Delete Function.....	23
QM Manager Menu.....	24
QM Packages Inquire.....	25
Combined Site Parameters Edit	26
Glossary	29

Table of Contents

Introduction

The QM Integration Module (often called the QAQ routines) contains utilities that are common to some or all of the QM software packages. Utilities that you may recognize are as follows.

- The date selector is found within many of the reports options. It lets the user choose the date range that is needed for the report.
- The group selector lets the user select more than one item to print or view at a time. This reduces the number of key strokes needed to produce a specific outcome.
- The Ad Hoc Report Generator uses basic VA FileMan sort and print modifiers and adds the capability of building macros (often termed templates) for those reports that are routinely required.
- The audit file builds an audit trail for each record in the QM packages. You can see the contents of the audit file in the Occurrence Screen software by using the Audit File Inquiry option. In other software, the audit trail is accessible to the IRM staff through VA FileMan.

The QM Integration Module links the QM software through a QM Manager menu. We will take a closer look at this menu in the Package Operation portion of this manual.

The Combined Site Parameters Edit option should be used whenever any new package is installed. Refer to the user documentation for each individual QM software package for suggestions on menu management.

Orientation

Exiting / Using the ^

Depending on where the user is within the program, entering an "up-arrow" (compressing the **shift** key while striking the **6**) will allow the user to stop the action and exit, or in some instances, return to the beginning of the process. Then pressing the enter key until the user passes through the different levels of the menus will exit the user from the program or back to the menu option.

Help (? or ??)

Whenever the user is unclear on the definition of a menu option or on how to respond to a prompt, one or two question marks may be entered to obtain an explanation.

Device

Striking the <RET> (return) key following the "DEVICE:" prompt will print the requested output on the computer screen. If a "Right Margin" prompt shows, you will need to strike the <RET> key once again. Enter the name of the printer/device following the "DEVICE:" prompt to print a hard copy of the output.

Bold Print

Bold print is used throughout the documentation to signify user input in the instructional portion of the manual.

<RET>

The <RET> symbol is used to designate the use of the return or enter key.

Package Operation

Date Selector

The Date Selector is used quite frequently in print options. The date range prompts follow a specific pattern. Common date prompts are used in all instances where a range is desired. In some cases you will not have the option of choosing the date range as it will be selected by the system.

The basic prompt that will appear for date range selection is as follows.

```
Monthly, Quarterly, Semi-Annual, Yearly, Fiscal Yearly, User Selectable  
Select date range:
```

You are then prompted for a specific date range for the type of range you have chosen (defaults may be shown). If data is entered that cannot be interpreted as appropriate for the range selected, error messages are displayed and you are returned to the basic date prompt.

Monthly	Enter month and year only; 2-98, 2/98, or 2 98
Quarterly	Format: 2nd quarter 1998 would be 2-98, 2/98, or 2 98
Semi-Annual	Enter Quarter and FY you wish semi-annual range to end with. Format: 2nd quarter 1998 would be 2-98, 2/98, or 2 98
Yearly	Enter 2 or 4 digit year; 1998 would be 1998 or 98
Fiscal Yearly	Enter 2 or 4 digit fiscal year; fiscal year 1998 would be 1998 or 98
User Selectable	Enter beginning and ending dates for the desired time period

Group Selector

The Group Selector is a sort process that provides the ability to select a list of records. As you can see in the following example from the Monitor Description Report in the Clinical Monitoring System package, you are able to request the printouts of three monitor descriptions while only having to access the option once.

If you wish to select all the records, type **ALL** at the "Select MONITOR:" prompt. You may also deselect records by typing a minus sign (-) and then the entry. This is used when all of the records except for a few are needed. You would first enter **ALL** and then begin deselecting those values that are not wanted.

Monitor Description Report

Sort report by Service or Monitor: Service// **MONITOR**

Select MONITOR: **PSY-1**

LOS ON SUBSTANCE ABUSE FINISHED

Another one: **PSY-2**

LOS SUBST ABUSE % >28 DAYS UNDER CONSTRUCTION

Another one: **XX-1**

DEATH FINISHED

Another one: **<RET>**

DEVICE:

Ad Hoc Report Generator

General Instructions

The Ad Hoc Report Generator is an offshoot of the original ad hoc reporting mechanism exported with Patient Incident Reporting, V. 1.0. It is now exported as part of the QM Integration Module that supports all Quality Management software. While it is like the original ad hoc mechanism, it has been augmented and changed to meet the growing reporting needs of the varied risk management programs throughout the VA.

The major change to the basic ad hoc mechanism is the incorporation of the date range selection into the sort fields. The user originally chose the date range before beginning the sort selections. Now the user must consider the date range as part of the sort or the sort will consider every record in the database.

The major additions to the ad hoc mechanism include the ability to use sort and print modifiers and to build macros. The user can also enter ranges in every sort field so selected entries within a field can be singled out.

Using an ad hoc report mechanism requires some practice to get the feel of how it works and to find the report that exactly fits your needs. Be sure to have numerous records available in the test database when practicing with the Ad Hoc Report Generator. This will give you a better idea of the strengths of this reporting system.

Ad Hoc Report Generator

Range Selection Within a Field

Range selection allows you to choose single entries or a range within the field to sort by. This is particularly important in the selection of a range of dates and becomes less important when every entry in a field is required.

After selecting a sort field, you are prompted with the prompts: "Beginning" and "Ending". To select every entry in the field, enter <RET> following the "Beginning" prompt to go on to the next sort selection. To select one entry or a range, the first entry should fall alphabetically or numerically (as in dates) before the last entry. When the first and last entries are different, the sort includes those entries plus every entry that falls between the two.

If the field you choose to sort by does not contain any data, no output will be produced. Should you wish to see those records that do not contain data for a specific field, enter @ at the "Beginning" prompt. You may then enter an ending sort value at the "Ending" prompt, or another @ to show only those records without data for the selected field.

If the data entered at the "Beginning" or "Ending" prompts contains commas, only the characters up to the first comma will be used by the sort. This can cause problems when trying to sort by a name field due to the format of the data, "Lastname,Firstname". One way around this would be to sort by some other unique identifier; SSN for example. Another way would be to bracket the name you want by choosing the names immediately above and below the one you want.

Example of date range when the sort field is a date field.

```
Beginning// 10/1/91  
Ending// 3/31/92
```

Any records falling within the semi-annual time period beginning October 1991 and ending March 1992 will become part of the sort. This includes records with dates of 10/1/91 and 3/31/92.

Examples of alphabetical entries when the sort field is Service/Discipline.

```
Beginning// Medical  
Ending// Medical
```

Only records that belong to the Medical Service/Discipline will be sorted.

```
Beginning// <RET>
```

All Services/Disciplines will be sorted.

Ad Hoc Report Generator

Ad Hoc Sort Modifiers

These are the modifiers you can use in front of your sort fields. Each performs a specific task on that field.

Prefixes

- # New page for each new value of the specified field
- Sort field values in reverse order (numeric & date/time fields only)
- + Print subtotals for specified field totals
- ! Give sequential number to each new value within specified field
- @ Suppress subheaders for specified field
- ' Do not sort by specified field (select a range for this field, then sort by some other field)

These are the modifiers you can use in back of your sort fields. Each performs a specific task on that field.

Suffixes

- ;Cn Start the subheader caption at column "n"
- ;Ln Sort by the first "n" characters of the value of the sort field
- ;Sn Skip "n" lines every time the value of the sort field changes. You may use ;S to skip a single line (equivalent to ;S1).
- ;"xxx" Use "xxx" as the subheader caption. You may use ;"" if no subheader caption is desired.

Ad Hoc Report Generator

Ad Hoc Print Modifiers

These are the modifiers you can use in front of your print fields. Each performs a specific task on that field.

Prefixes

&	Print totals for this field
!	Print count for this field
+	Print totals, counts, and mean for this field
#	Print totals, count, mean, maximum, minimum and standard deviation for this field

These are the modifiers you can use in back of your print fields. Each performs a specific task on that field.

Suffixes

;Cn	Start the output for the selected field in column "n"
;Dn	Rounds numeric fields to "n" decimal places
;Ln	Left justify data in a field of "n" characters. If the data is more than "n" characters in length, it will be truncated to fit.
;N	Do not print duplicated data for a field
;Rn	Right justify data in a field of "n" characters. If the data is more than "n" characters in length, it will NOT be truncated to fit.
;Sn	Skip "n" lines before printing the data for the selected field. You may use ;S to skip a single line (equivalent to ;S1).
;T	Use the field title as the header
;Wn	Wrap the output of the selected field in a field of "n" characters. Breaks will occur at word divisions. Use ;W for default wrapping.
;X	Omit the spaces between print fields and suppress the column header
;Yn	Start the output for the selected field at line (row) number "n"
;"xxx"	Use "xxx" as the column header

Now let's take a look at each one of these modifiers when sorting and printing. We used the Ad Hoc Macro Report in each instance to show you what sort and print fields and modifiers were used to obtain each report.

Ad Hoc Report Generator

Sample Reports

Below is the Ad Hoc Report Generator for a very simple parts database. We will be using this report generator for all our examples.

```
===== Parts File Ad Hoc Report Generator =====  
1  Part Code                5  Number In Stock  
2  Part Name                6  Demand  
3  Cost                    7  Contact  
4  Reorder Date            8  Description
```

Ad Hoc Report Generator

Sample Reports

Sample Report 1

For our first example lets say you want a report showing what parts need to be reordered in March. We also want the name of the contact person, a count of the parts, and the cost of the part rounded to the nearest dollar included on the report.

```
Sort selection 1: '4
Sort from: Beginning// 3/1/93
Sort from: Ending// 3/31/93
Print selection 1: !1;C1
Print selection 2: 2;L15
Print selection 3: 7
Print selection 4: 3;D0
Special report header: Parts to Reorder in March
```

```
Parts to Reorder in March          APR  9,1993  14:28    PAGE 1
Part Code  Part Name              Contact                               Cost
-----
WR-001     HAMMER                        QMIMCONTACT, ONE                    5
IT-981     SCREW DRIVER                 QMIMCONTACT, TWO                   10
FZ-240     PLIERS                       QMIMCONTACT, FOUR                   11
-----
COUNT 3
```

Since we wanted all parts that need to be reordered in March, we sorted by 4 (Reorder Date) and entered March 1, 1993 to March 31, 1993 as the beginning and ending values for the sort. We don't care about the exact date the parts need to be reordered so we did not print the date and the ' was used in front of the 4. The ' sort qualifier just says give me all records within a given range, but don't bother to sort them within that range.

Now on to the print fields. Notice the ! in front of the 1 (Part Code). This symbol means count the number of times Part Code is printed. The ;C1 forces the Part Code to be printed starting in the specified column. The ;L15 after the 2 (Part Name) prints the Part Name left-justified in a space of 15 characters. If the Part Name is longer than the specified length, it will be truncated to fit. Finally the ;D0 after the 3 (Cost) rounds the cost to the specified number of decimal places.

Ad Hoc Report Generator

Sample Reports

Sample Report 2

In this example we want a report of all parts sorted by the Number in Stock with the largest at the top and the smallest at the bottom. We also want to do some statistics on the Cost and Number in Stock.

```
Sort selection 1: -5
Sort from: Beginning// <RET>
Print selection 1: 1
Print selection 2: 2
Print selection 3: #3
Print selection 4: 6
Print selection 5: #5
Special report header: Parts in Stock
```

```
Parts in Stock                                APR  9,1993  14:36    PAGE 1
                                           Number
                                           In
Part Code  Part Name                        Cost  Demand  Stock
-----
DB-231     STAPLES                                0.95  HIGH    400
WR-001     HANNER                                 4.95  MEDIUM 132
WZ-487     FILE                                  19.95  MEDIUM 112
LG-999     SCREWS                                29.99  HIGH    100
TO-523     NAILS                                 12.95  LOW     90
IT-981     SCREW DRIVER                           9.95  MEDIUM 84
FZ-240     PLIERS                                 10.95  HIGH    59
SL-888     TAPE MEASURE                           21.50  HIGH    25
ST-359     PIPE                                   29.95  MEDIUM 15
FB-535     CIRCULAR SAW                           99.95  LOW     10
TR-040     CUTTING TABLE                         9999.99 LOW     5
-----
TOTAL                                10241.08          1032
COUNT                                11              11
MEAN                                  931.01           94
MINIMUM                               0.95             5
MAXIMUM                               9999.99          400
DEV.                                  3007.96          111
```

In this report we need to sort by 5 (Number in stock). The - in front of the 5 is what causes the report to sort from highest to lowest. (Note that the - will only work for numeric or date/time fields.)

In the print fields we used the # with the 3 (Cost) and 5 (Number in Stock) fields to do the statistics for us. This qualifier provides us with the total, count, mean, minimum, maximum, and standard deviation for the specified fields.

Ad Hoc Report Generator

Sample Reports

Sample Report 3

In this example we'll do a simple, formatted report showing all the parts in the database.

```
Sort selection 1: 1
Sort from: Beginning// <RET>
Print selection 1: 1;S1
Print selection 2: 2;C10;L20
Print selection 3: 3;C35
Print selection 4: 8;C45;W25
Print selection 5: 5;C75
Special report header: Basic Parts List
```

Basic Parts List		APR 9,1993	14:32	PAGE 1
Part Code	Part Name	Cost	Description	Number In Stock
DB-231	STAPLES	0.95	Aluminum, ¼", 500 per box	400
FB-535	CIRCULAR SAW	99.95	Steel, hard black plastic handle, 24"	10
FZ-240	PLIERS	10.95	Double action, black	59
IT-981	SCREW DRIVER	9.95	Phillips, ¾", clear handle	84
LG-999	SCREWS	29.99	Aluminum, ½", 250 per box	100
SL-888	TAPE MEASURE	21.50	Metallic, quick action return, 60"	25
ST-359	PIPE	29.95	Hard white plastic, molded joint, ¾"	15
TO-523	NAILS	12.95	Steel, ¼", 500 per box	90
TR-040	CUTTING TABLE	9999.99	Oak, 6' by 4', some assembly required	5
WR-001	HAMMER	4.95	Graphite, large head, no-slip grip handle	132
WZ-487	FILE	19.95	Steel/graphite combination, 6"	112

Ad Hoc Report Generator

Sample Reports

Sample Report 3, cont.

The ;S1 in back of the 1 (Part Code) makes the report skip the specified number of lines before printing the Part Code. Use of the ;Sn can often make a report easier to read by inserting white space between records. The other new qualifier used in this report is the ;Wn. This qualifier is used with the word processing Description (8) field to wrap the output in a field of the specified number of characters. The ;C45;W25 tells the report to begin printing the description at column 45 and wrap it in a field 25 characters wide. The ;Wn qualifier is most commonly used on word processing and long free text fields. Previous examples have shown the use of ;Cn and ;Ln qualifiers. Refer to them for information on how to use these qualifiers.

Ad Hoc Report Generator

Sample Reports

Sample Report 4

For this report we want to sort the parts by Demand (low/medium/high) and within Demand by Part Code. We want to assign a ranking number to each part. We also want to subtotal the Cost of the parts by Demand.

```
Sort selection 1: !+#6;C5
Sort from: Beginning// <RET>
Sort selection 2: 1
Sort from: Beginning// <RET>
Print selection 1: 1
Print selection 2: 2;C10
Print selection 3: &3;"Unit Cost"
Special report header: Parts Unit Cost by Demand
```

Parts Unit Cost by Demand APR 9,1993 13:07 PAGE 1
Part Code

	Part Name	Unit Cost

	Demand: HIGH	
1	DB-231 STAPLES	0.95
2	FZ-240 PLIERS	10.95
3	LG-999 SCREWS	29.99
4	SL-888 TAPE MEASURE	21.50

	SUBTOTAL	63.39

Parts Unit Cost by Demand APR 9,1993 13:07 PAGE 2
Part Code

	Part Name	Unit Cost

	Demand: LOW	
1	FB-535 CIRCULAR SAW	99.95
2	TO-523 NAILS	12.95
3	TR-040 CUTTING TABLE	9999.99

	SUBTOTAL	10112.89

Ad Hoc Report Generator

Sample Reports

Sample Report 4, cont.

```

Parts Unit Cost by Demand          APR  9,1993  13:07    PAGE 3
  Part Code
      Part Name                    Unit
      Cost
-----
Demand: MEDIUM
1  IT-981
   SCREW DRIVER                    9.95
2  ST-359
   PIPE                            29.95
3  WR-001
   HAMMER                          4.95
4  WZ-487
   FILE                            19.95
SUBTOTAL                          -----
TOTAL                             10241.08

```

This report requires a two level sort, the first level is by 6 (Demand) and within Demand we are sorting by 1 (Part Code). First let's look at the qualifiers on the sort one by one. The # causes the report to start a new page every time the Demand changes (low/medium/high). The ranking number is shown just to the left of the Part Code and is produced by the ! qualifier. The + will turn on totaling for the fields later specified in the print. In this example we are sorting by Demand, but we did not choose it as a print field. This will cause a subheader to appear. The subheaders are the lines that start with "Demand: ". The ;Cn causes the subheader to begin printing in the specified column.

The & qualifier in front of the 3 (Cost) will produce the subtotals of the cost by Demand. We also want to change the column header for the Cost field to "Unit Cost". This is done by the ;"Text" qualifier.

Ad Hoc Report Generator

Sample Reports

Sample Report 5

This example shows how you might format a report for capture and downloading into a personal computer application, (e.g., spreadsheet, database).

```
Sort selection 1: 1
Sort from: Beginning// <RET>
Print selection 1: 1;R10;X
Print selection 2: 2;R30;X
Print selection 3: 3;R7;X
Print selection 4: 8;R11;X
Print selection 5: 5;R4;X
Print selection 6: 6;R6;X
Special report header: @@
```

DB-231	STAPLES	0.95	FEB 18,1993	400	HIGH
FB-535	CIRCULAR SAW	99.95	FEB 8,1994	10	LOW
FZ-240	PLIERS	10.95	MAR 11,1993	59	HIGH
IT-981	SCREW DRIVER	9.95	MAR 1,1993	84	MEDIUM
LG-999	SCREWS	29.99	FEB 19,1993	100	HIGH
SL-888	TAPE MEASURE	21.50	MAY 10,1993	25	HIGH
ST-359	PIPE	29.95	MAY 17,1993	15	MEDIUM
TO-523	NAILS	12.95	MAY 9,1993	90	LOW
TR-040	CUTTING TABLE	9999.99	JAN 1,2001	5	LOW
WR-001	HAMMER	4.95	MAR 10,1993	132	MEDIUM
WZ-487	FILE	19.95	APR 10,1993	112	MEDIUM

The ;Rn right justifies the data in a field of the specified number of characters. If the data is longer than the specified field length the data will not be truncated. The ;X qualifier suppresses the column headers it also omits all spacing between the separate data elements. In this example we've done our own spacing using the ;Rn qualifier. Using the ;Rn and ;X you can force the output of data elements to begin and end in specific column positions. Page breaks and column headers probably would not be wanted in a report intended for capture. Note the special report header, @@. Entering two at-signs (@@) as the report header will suppress all pagination normally performed on reports.

Ad Hoc Report Generator

Macros

Macros are used in many of the commercial packages. VA FileMan uses the term template instead of macro. A macro is a series of commands that can be called up by one simple command. This is similar to speed dialing on your telephone. A macro is usually built when a specific output is frequently or routinely needed. It saves you from having to recall how a report is built, provides the same format each time it is used, and saves time.

This utility provides the ability to update sort and print macros. If the Ad Hoc Report menu has changed since the macro was created, a message will be displayed, once the macro is loaded, informing you the macro is not current. The macro can then be reviewed, and if it still reflects the desired report, it can be updated. If the macro is no longer valid, you are given the opportunity to reenter the macro.

How to Begin

Before building a macro, determine the exact report you want. Using the Ad Hoc mechanism, try sorting and printing the data you want several different ways until you get the output that meets your needs. You can use the Ad Hoc Macro Report to capture the steps that were taken to achieve each result. This will save you trying to remember how you reached the output you think is best.

Ad Hoc Report Generator

Macros

Building a Macro

Let's take a look at the Macro functions found in Ad Hoc.

[L] Load sort (and print) macro. You will use this to bring up the macro in order to print your report.

[S] Save sort (and print) macro. You cannot build a macro that sorts and prints. You create a sort macro and you create a print macro. The print and sort macros can be mixed and matched or one used for sorting but not printing or vice versa.

[O] Output macro. The output macro will print a blank Ad Hoc Macro Report or one with the fields and modifiers you have entered. This does not save the entries. There are two ways to obtain a record of both sort and print fields and modifiers. Enter [O at the beginning of the sort and also at the beginning of the print **or** Enter the [O only at the beginning of the print selections.

[I] Inquire sort (and print) macro. This function will let you look at the sort fields or print fields for the macro you choose.

[D] Delete sort (and print) macro. This function deletes any macros you want to eliminate.

Functionally, you would do the following.

1. Enter the combination of sort and print fields that would produce the end result needed.
2. Print both the output macros and the outputs until the right combination of sorts and/or prints is found for the report needed.
3. **[S]** Save the macro that will be created.
4. Enter the fields and modifiers that make up the sort or print macro.
5. Name the macro.
6. **[I]** Inquire to see the entries in the macro to see if it is the one wanted.
7. **[L]** Load the sort and/or print macro to print the report.

Ad Hoc Report Generator

Macros

Save Function

Since the output is exactly what we are after, let's save the same sort and print fields and modifiers into two macros. The next time we want the report, it will be quicker to obtain.

We will:

- 1) **[S]** Save the macro that will be created;
- 2) Enter the fields and modifiers that make up the sort or print macro; and
- 3) Name the macro.

Sort selection 1: **[S]**

A message will appear telling you that the macro will be saved when you exit the sort menu.

Sort selection 1: **!+#6;C5,1**

Note that you do not have to press <RET> after every selection, just put a comma after each one. This works anytime, not just with macros.

Sort by: Demand

Sort from: BEGINNING//

Note that when you use commas between sort selections the sort range selection prompts appear one after the other.

Sort by: Part Code

Sort from: BEGINNING//

Save sort macro name: **PARTS UNIT COST BY DEMAND**

Ask user BEGINNING/ENDING values for Demand? NO// **Y** (YES)

Ask user BEGINNING/ENDING values for Part Code? NO// **N** (NO)

After the sort ranges, you are prompted to name the sort macro. The name may be from three to thirty characters in length. The next questions relate to the sort ranges. If you want users to be allowed to enter their own sort range every time the macro is used, you should answer YES to the "Ask user BEGINNING/ ENDING values..." prompt. Answering NO to this prompt will store and reuse the beginning/ending values entered when the macro was created.

Ad Hoc Report Generator

Macros

Save Function, cont.

Now we will create a print macro.

```
Print selection 1: [S  
Print selection 1: 1,2;C10,&3;"Unit Cost"
```

```
Save print macro name: PARTS UNIT COST BY DEMAND
```

Note that the print macro name may be the same as the sort macro name.

Special report header: ^ We will be using this macro later, ^ for now.

Ad Hoc Report Generator

Macros

Inquire Function

Load Function

Output Function

Delete Function

Now let's see how we use the inquire, load, and delete macro functions.

- 1) **[I]** Inquire to view the entries in the macro to see if it is the one you want and
 - 2) **[L]** Load the sort and/or print macro to print the report.
- or
- 2) **[D]** Delete the sort and/or print macro.

To do a macro inquiry, enter **[I]** at any sort/print selection prompt. You will be prompted for the macro name, then the macro will be displayed. An example of the inquire is shown below. A print macro inquiry looks the same except it does not include the "From/To" section.

Sort macro: PARTS UNIT COST BY DEMAND

- 1) Field: Demand
 Entry: !+#6;C5
 From: Ask User To: Ask User

- 2) Field: Part Code
 Entry: 1
 From: Beginning To: Ending

This is the macro we want. To load the macro enter **[L]** at the first selection prompt. Macros may only be loaded at the first sort/print selection prompt. When you load the sort menu you will be prompted for a sort range for field 6 (Demand), but not for 1 (Part Code). Note the From/To sections in the above inquiry. After loading both the sort and print macros you will be prompted for a report header and the device to print the report to.

To delete a macro enter **[D]** at any sort/print selection prompt. You will be prompted for the macro to delete. Next you will be asked to confirm that this is the macro you want to delete. If you answer YES, the macro will be deleted.

To produce a hard copy of a macro, enter **[O]**. Next load the macro with **[L]**. When you exit the sort/print menu you will be prompted for a device.

QM Manager Menu

The QM Manager Menu combines the manager and user menus of all the QM software packages. It automatically tailors itself to the specific software loaded at your site. The menus may look similar to the following.

```
USER  QM User Menu ...
P     Patient Representative Manager Menu...
PKG   QM Packages Inquire
PARM  Combined Site Parameters Edit
CM    Monitoring System Manager Menu ...
IR    Incident Reporting Managers Menu ...
OS    Occurrence Screen Manager Menu ...
```

Select QM Manager Menu Option: **USER** QM User Menu

```
O    Occurrence Screen User Menu...
I    Incident Reporting Main Menu...
M    Monitoring System User Menu...
P    User Menu...
```

The User Menu (which contains the three individual options shown below) is usually distributed to the service-level Patient Advocates who may need to enter or edit a Report of Contact.

Select QM User Menu Option: **P** User Menu

```
Edit Contact Record
Enter New Contact
Send or Kill an Alert
```

QM Manager Menu

QM Packages Inquire

Introduction

This option produces a report listing the QM packages. It displays whether or not the package is installed at your site and, if installed, the version that is currently running.

Example

```
-----  
                QM Packages Installed at Your Site as of JAN 8,1999                Page: 1  
-----  
  
Clinical Monitoring System                Version 1.0  
Incident Reporting                       Version 2.0  
Occurrence Screen                       Version 2.5  
Patient Feedback                        Not installed  
Patient Representative                   Version 2.0  
QM Integration Module                    Version 1.7
```

QM Manager Menu

Combined Site Parameters Edit

Introduction

This option allows you to edit the site parameters for all the QM packages installed at your site. Please refer to the specific package documentation for help in editing each specific package's parameters.

Example

Some of the fields may appear differently at your site.

```
-----  
| Shared Site Parameters (Used by several QA packages) |  
-----
```

```
SITE NAME: ANYSITE ISC//  
EWS MAIL GROUP/SERVER: REDACTED//  
EWS DOMAIN: REDACTED//  
EWS LOCAL MAIL GROUP: QA DAD//  
NQADB MAIL GROUP/SERVER:  
NQADB DOMAIN:  
IRM MAIL GROUP SWITCH: YES//  
MAIL GROUP (IRM): IRM GRP//
```

```
-----  
| Occurrence Screen Site Parameters |  
-----
```

```
PEER REVIEW DAYS: 7//  
MANAGEMENT REVIEW DAYS: 14//  
MIN TIME BETWEEN LOGOUT & ADM: 1//  
CLINICAL WORKSHEET PART 1: YES//  
AUTO-PRINT CLINICAL WORKSHEET: YES//  
ALLOW MULT PATIENT SELECTION: NO//  
SURGERY PACKAGE INSTALLED: YES//  
Select SCHEDULED ADMISSION CLINIC: TEST CLINIC//  
DEFAULT OS DEVICE: DEVELOPMENT-LASER(10) Replace  
MULTI-DIVISIONAL OS FACILITY: YES//  
Select HOSPITAL DIVISION: ISC SUPPORT//  
HOSPITAL DIVISION: ISC SUPPORT//  
DEVICE: DEVELOPMENT-LASER(10) Replace  
Select HOSPITAL DIVISION:
```

QM Manager Menu

Combined Site Parameters Edit

Example, cont.

```
-----
| Incident Reporting Site Parameters |
-----
```

```
MAIL GROUP (QAN): QMMAIL//
BULLETIN SENT (QAN): YES//
RESPONSIBLE PERSON SWITCH: ON//
QM TIME FRAME:
```

```
-----
| Clinical Monitoring System Site Parameters |
-----
```

```
DAY WEEKLY TIME FRAME BEGINS: Monday//
MONITORING SYSTEM DEVICE: DEV-LASER(10)-PORT-80 Replace
MAX DAYS PER MANUAL AUTO RUN: 3//
TIME BETWEEN MANUAL AUTO RUNS: 30//
MANUAL AUTO RUN ALLOWED TIMES: 0000-2359//
ALLOW USE OF '[' IN GROUP EDIT: YES//
```

```
-----
| Patient Representative Site Parameters |
-----
```

```
DISPLAY ISSUE CODES?: YES//
AUTOMATIC ROC ALERT: NO//
```


Glossary

ADPAC	Automated Data Processing Application Coordinator
Count	As opposed to Total, provides a sequential series of numbers (1, 2, 3...) in the sort field.
Delete	As used in the Ad Hoc Report Generator, the [D (delete) macro removes the macro from the inquire list.
Generator	Produces or creates a product. The Ad Hoc mechanism creates reports.
Inquire	As used in the Ad Hoc Report Generator, the [I function allows the user to see the contents of the macros that have already been created.
Load	As used in the Ad Hoc Report Generator, the [L function tells the computer to follow the directions for the macro loaded in order for a report to be generated.
Macro	A simple command that calls to action a series of commands or often used set of tasks.
Modifier	Something that changes or alters the sorting/printing field or value. In the Ad Hoc Report Generator, the modifier alters the way the values in fields are sorted and printed.
Output Macro	A used in the Ad Hoc Report Generator, the [O function provides an output for the user that shows the user the exact sort and/or print fields entered.
QM Integration Module	A set of routines often called QAQ routines that are used by, and support, the QM software.
Save	As used in the Ad Hoc Report Generator, the [S function sets a name to a series of sort or print commands so that the name can be used to bring up the same series of commands whenever it is needed.
Sort field	The values within the field will be searched through and put in a regular order.

Glossary

Sub-header	A sort field appearing below the header or main sort field and changes each time the sort field changes.
Template	Same as Macro
Total	As opposed to Count, adds/sums up the amounts within a print field.