Items

Items are the title or caption for the data (the field).

It is important that each item is a unique name throughout the system. A good way to ensure this is to precede the item with the category name. Then in menu security, the program will be listed under the 'Custom' application.

Each item is added within a Category (header for this grouping). Click to highlight a category name and click Items. To add a new item:

Category: Category associated with this Item.

Item: The title or caption for the line.

Description: Description for the item.

Data Type: The type of data; Text (VarChar), Number (Integer), or Date.

Data Slot#: The data cell this item is assigned to. Choose any available slot.

Length: Allowable length of the data field.

Case: Data entered will automatically become upper or lower case.

Decimals: If Data Type is a number, how many decimals.

Format: Inserts characters into the data. For example, '( )- - ' will make 8145552727 look like (814)-555-2727. You can also use an edit code with the data. For example, 12,345,67- 0 will insert commas and put the negative sign at the end and show a zero if there is a zero value.

Has Data Codes: If checked, data entered must be a valid data code. It allows you to enter a table of valid data for selection.

Validate Data Codes: If checked, the code entered must be a valid "Data Code".

Required Entry: If checked, data entered cannot be blank. If however the item has data codes, the entry must be a valid code. If a blank is a valid code, then add it as a data code.

Adding Items will create a new Audit History/Excel item. The setup for these items can be found under the Setup menu marked Items.

Inactivating/Deleting Items

An item can be deleted if it is not mandatory but the data that exists on the DB file will not be changed until a new item is assigned to that same data slot.

In addition, any data codes that exist for that item will not be deleted until the Purge Category/Item/Data option under the tools menu is run or that item is inactivated and deleted.

You will not be allowed to reuse the data slot until the item is completely deleted.

NOTE: This is very dangerous!

Not only will deleting the item remove the item from the item code list but it will also delete the

supporting data files and more importantly the master file data of the application (Ex. Vendors, payers).

If any data did exist that was deleted from the master file, it will show on the audit history.