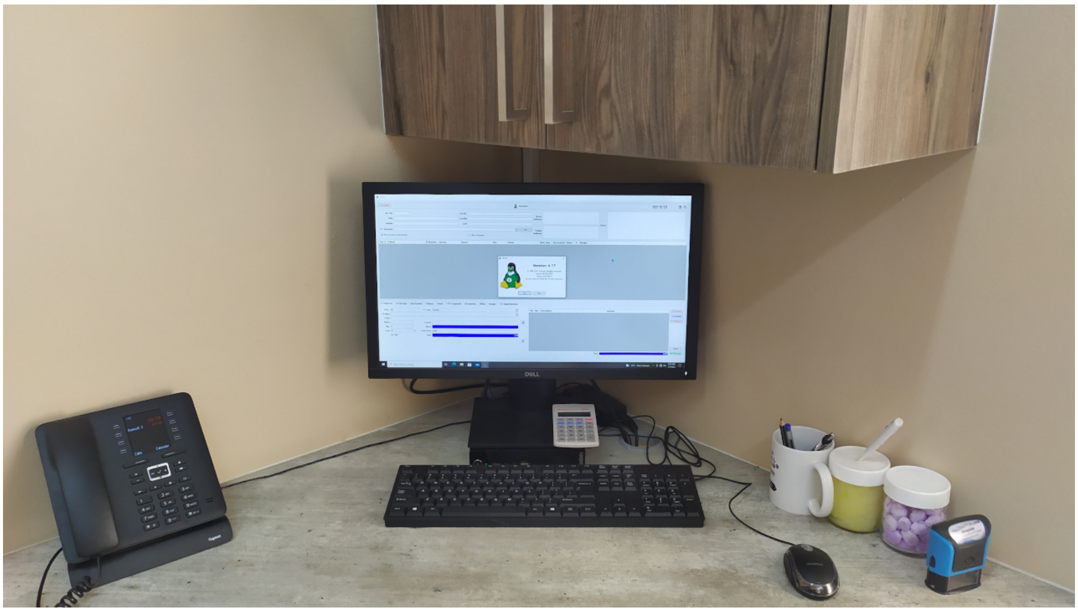
VetTux
User Guide



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Introduction

VetTux has been developed and perfected to suit typical veterinary practices. Its easy, and fast to use, does not assume you or your reception staff are computer literate or require fancy certifications. In short VetTux shows how computers can be used to enhance business. As your practice grows you will need a solution that will grow with you. VetTux scales well without additional license costs or other hidden agenda.

Mixing of Windows and Linux or a Linux only or Windows only environment is also supported.

Support

Contact our support department via E mail at info@tuxsoft.co.za Be sure to include your lease or license details in your email. In some area's you may have telephonic support.

Evaluation Support

There is no support for the evaluation version, but we will assist you when time permits with installation and general queries.

Bugs

You can send all bug reports to info@tuxsoft.co.za via email. Users with a valid support option will get a reply and a projected fix time rapidly, and yes we call problems bugs, we fix bugs ! You can also utilise our support and bug reporting site at https://www.tuxsoft.co.za/support/ or click on the "Report Bugs and Request Features" link under support on the web.

1 Installing VetTux

As times and technology improve traditional manuals are sometimes better served by video tutorials, please check our website for any video tutorials.

1.1 Typical Server Requirements

Any modern computer/laptop should run VetTux, for the server we recommend using Kubuntu or Ubuntu LTS 20.04 on hardware with at least 8GB of RAM but preferably 16GB. In addition a RAID or SOFT RAID is recommended and SSD drives will improve performance. Running a server on Windows is also supported.

Clients can be more modest and 4GB of RAM on an i3 or similar will provide adequate performance. For Linux we recommend Kubuntu or UBuntu LTS 20.04 In our experience Linux performance remains unaffected for years. It does seem that Windows gets slower and slower as more updates are installed, you should also be aware that some antivirus (Norton in particular) can be problematic, we can not assist if your chosen AV conflicts with VetTux.

Mixing of Linux(tm) and Windows(tm) systems are fully supported with seamless integration.

1.2 Intuitive Software

What do we consider intuitive software ? Is it user friendly ? Let us answer that, no intuitive software is often not user friendly, an excellent example would be the UNIX vi or vim editors, they are definitely not user friendly, yet once one acquires the basic skills to operate them they are fantastic, intuitive, as you hardly ever think about the task of editing, it just happens naturally. Now VetTux is intuitive as well in that once you get the basic skills mastered your requirements just flow from your finger tips without needing countless mouse clicks. VetTux also provides a Graphical User Interface that is easy to navigate with the mouse for novice and inexperienced users. Even while using the mouse, tool tips will tutor those who desire the pathway to mouse elimination.

1.3 Database Upgrade

Sometimes you will be required to update your database, the instructions here relate to using MariaDB. When using Linux you will open a konsole window, with Windows open a command prompt.

1.3.1 Linux

In the konsole window type..
`mysql VetTux -u root -p < ~/Downloads/4.17mysqlupdate.sql`
and press enter.

1.3.2 Windows

On windows you will need to type in the full path to the mysql executable in the command prompt window, don't forget the quotes, for example..
`"C:\Program Files\MariaDB/MySQL\MariaDB Server 10.x\bin\mysql.exe" VetTux -u root -p < D:\4.17mysqlupdate.sql`
and press enter.

You will now enter your database administrator password. These instructions assume you have used the default database name of VetTux. and that drive **`D:`** or **`~/Downloads`** is where your upgrade script is stored.

1.3.3 Other database servers

If you have chosen to use a server other than MariaDB, or you are uncomfortable with the command line then follow this technique.

1. Backup your current database from the Utilities panel.
2. Use your database administrator tools to delete your current database.
3. When the upgrade starts the database wizard, choose to restore from backup.
4. Use your saved backup to restore from.

You can also use this technique to move your data from one type of server to another.

1.3.4 Shared Folder

You will need to share a network folder between all your clients that provides read and write access for storing Client and Patient attachments. If you are using a Linux Database server (recommended) you could use Samba to share a folder to all your clients including Windows. The configuration of this shared folder is the duty of your systems administrator and it must be included in your backup strategy.

1.4 Windows Installation

Simply insert the VetTux CD into your CD-Drive. The VetTux installer should start automatically, if not your windows instalation is not standard and you should have the skills to start the install. If not contact your system administrator. Note that throughout this manual the

VetTux directory refers to the ***C:\Program Files\TuxSoft*** folder. In addition wherever you see the path **/opt/tuxsoft/** you should replace this with ***C:\Program Files\TuxSoft***

If you are running windows 64Bit then you will use **C:\Progam Files (x86)\TuxSoft**

If you have downloaded VetTux from the web, then simply run the downloaded installer. Note you should pre-install MariaDB or MySQL if this is a server.

1.5 Linux Installation

Most modern Linux distributions support some form of automount, and as such the installer should just start. You will need to know the root password, if not your system admin will need to do the install. We recommend that you use the KDE environment. Note that throughout this manual the VetTux directory refers to the ***/opt/tuxsoft*** directory . In addition wherever you see the path folder ***C:\Program Files\TuxSoft*** you should replace this with ***/opt/tuxsoft***

If you have downloaded VetTux from the web, then simply run the downloaded installer as follows

sudo sh ~/Downloads/VetTux-4.17.x86_64.run

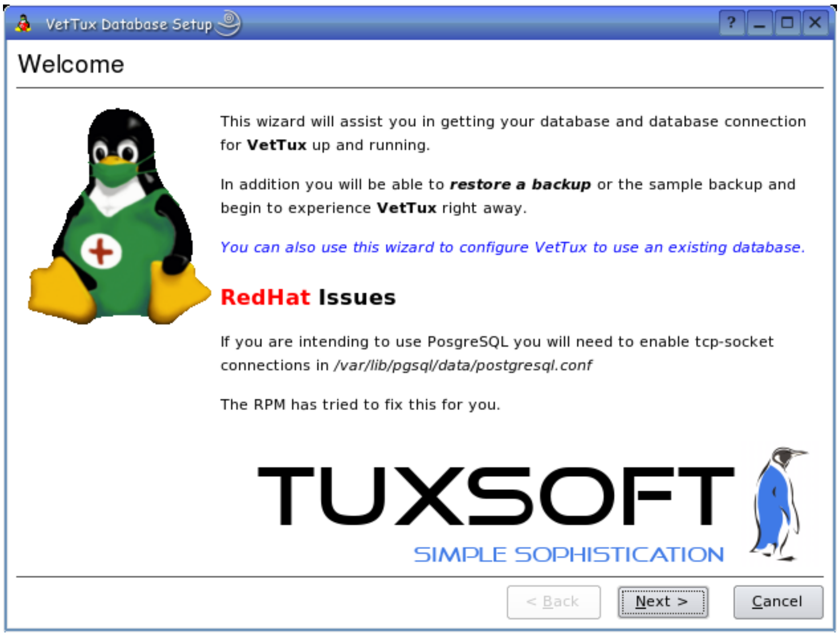
2 Creating a Database

In most cases before you create a database it is necessary to install a SQL database server, you may choose to use the SQLITE option, if you will run a single Linux or Windows PC. With Linux it will be possible to use multiple stations if using thin clients. Our recomended database is MariaDB and is a drop in replacement for MySQL. Provided database drivers are MySql, Postgresql, SQLite, and most ODBC interfaces.

You can obtain a copy of MariaDB for Windows from `https://mariadb.org/downloads`
We recommend you use a Linux server running MariaDB.

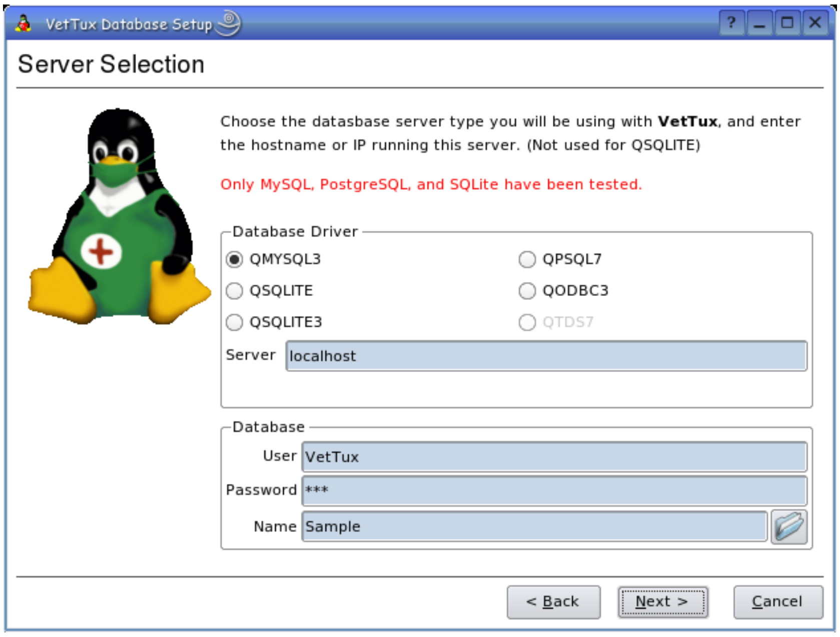
After installation you should find a **dbVetTux** entry in your system's start or **K** menu. The **dbVetTux** utility is used to configure and populate a database for VetTux.

Figure 2.1: Database Setup Page 1



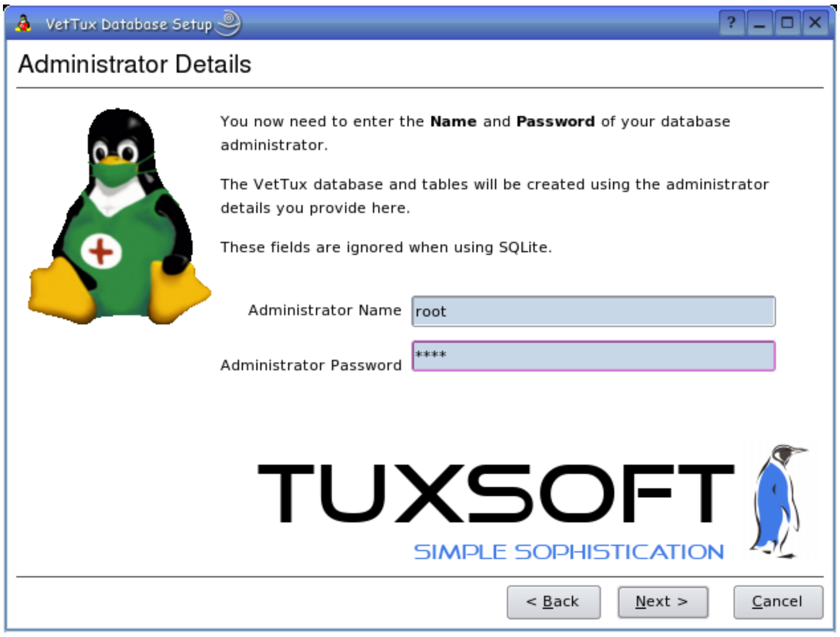
The first page in the dbVetTux wizard will inform you of any special requirements or useful information relating to your server type.

Figure 2.2: Database Setup Page 2



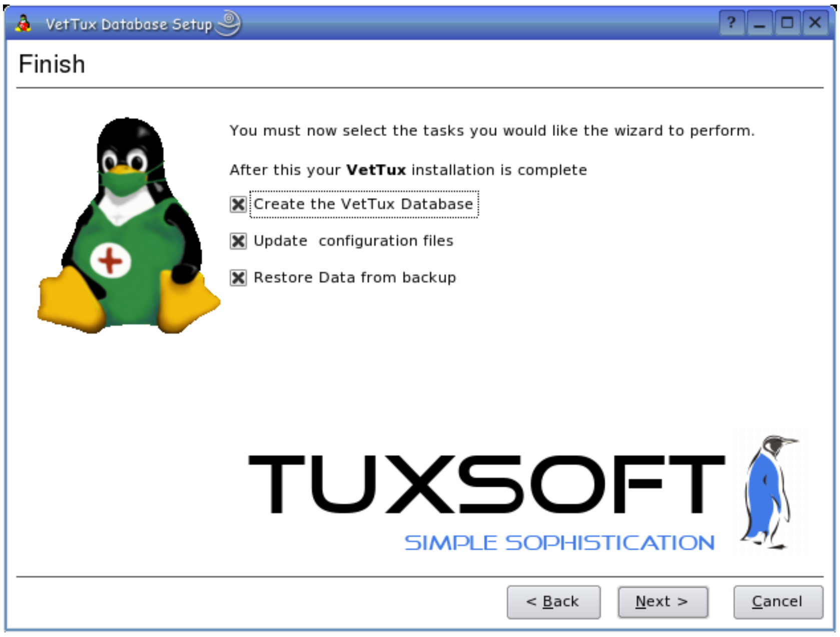
On page two you can select your server type, host, Database user name, Database user password, and database name. Not all database servers support password protection, this is especially true on windows platforms.
If using SQlite the database name is a physical path to the database file. Make sure you have permissions to read and write to the location you choose.
When installing under Windows 98 you must use your computers name. With windows XP you must use localhost or the physical IP of your PC.
Linux makes use of any valid name or IP address.

Figure 2.3: Database Setup Page 3



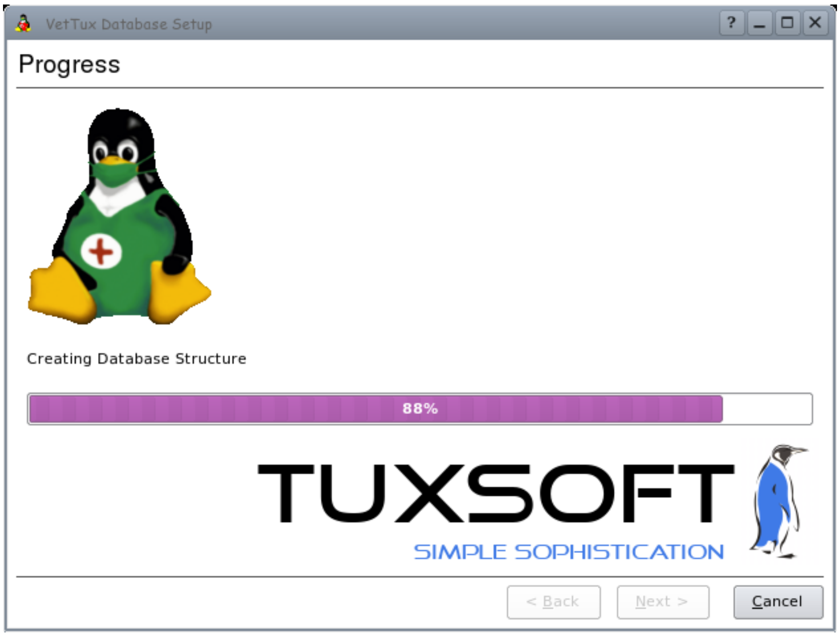
In most cases you will need to supply a name and password for your database administrator. ***This is usually NOT the system root password.***

Figure 2.4: Database Setup Page 4



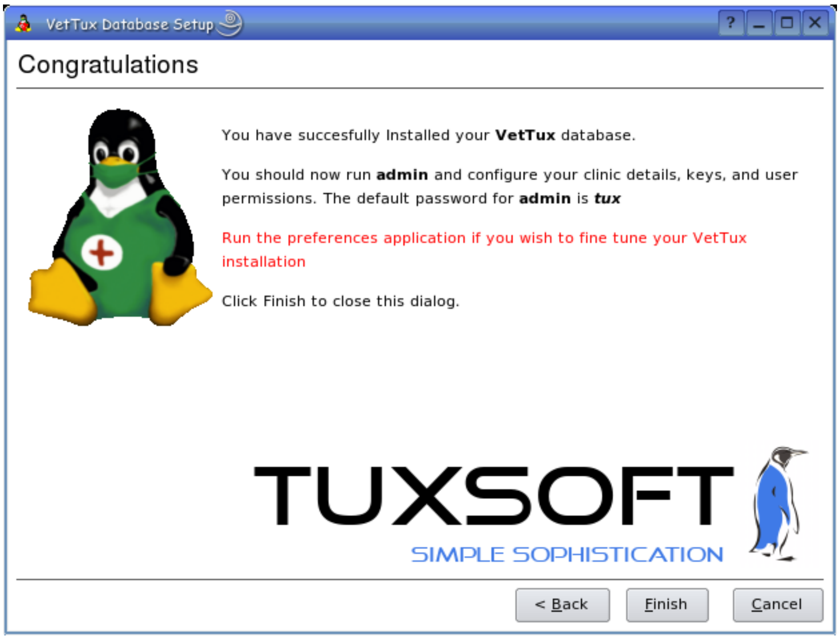
You may use the dbVetTux utility to restore a backup of your database, or you can populate it with sample data from the backup provided. When you first install VetTux it might be a good idea to populate it with sample data so that you may learn and play with the system before committing to a running live system.

Figure 2.5: Database Setup Page5



An indicator showing the progress of the create and populate phase is shown, the actual time depends on the type of server and size of your database.

Figure 2.6: Database Setup Page 6



You are now ready to run VetTux, you need to take note of the Admin password if this is an empty or sample data install.

2.1 Starting VetTux

VetTux consists of a number of modules, the most commonly used of these is reception and consult. The admin module is used to manage all practice information, staff permissions, stock, and reports. In addition the preferences and dbSetup modules will assist you in fine tuning VetTux and installing your database.

You can start any of the VetTux modules from the VetTux menu in the KDE or Windows start menu. In most cases there will also be icons on your desktop that will start the various VetTux modules. When running VetTux for the first time you will need to run admin, and log in as the Admin using the login code of ***tux*** this can be changed using the **Permission** page.

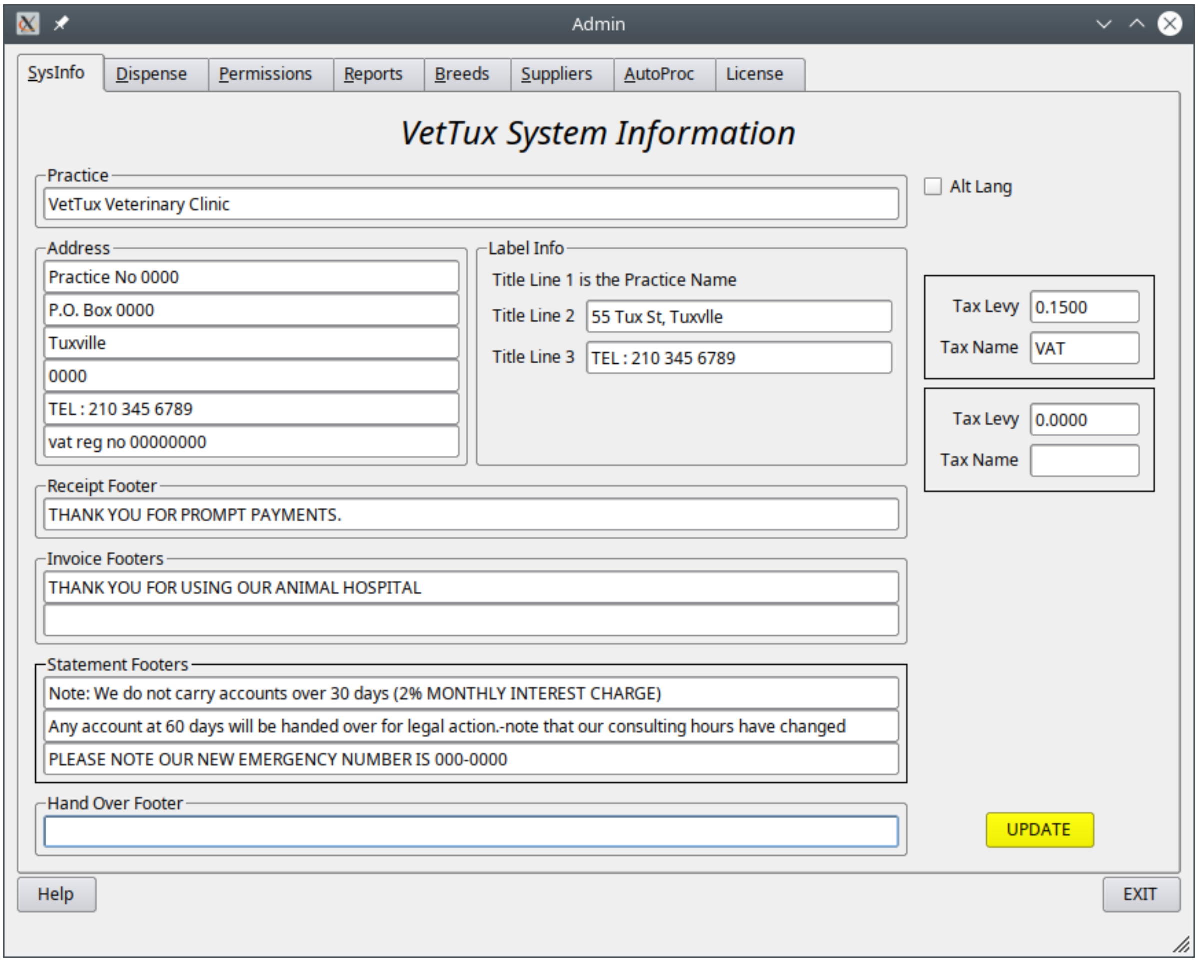
3 Admin

This document describes the various functions that can be performed using the admin application.

When running the admin application for the first time, your user code to log into admin will be **tux**. You can change this in the Permissions panel.

3.1 SysInfo

Figure 3.1: SysInfo



The SysInfo panel provides a method to input and update your practice details, as well as current tax levels and names. In order to disable a tax you should leave its name blank, and set its value to zero. For single tax settings you must use only the first (top) tax settings.

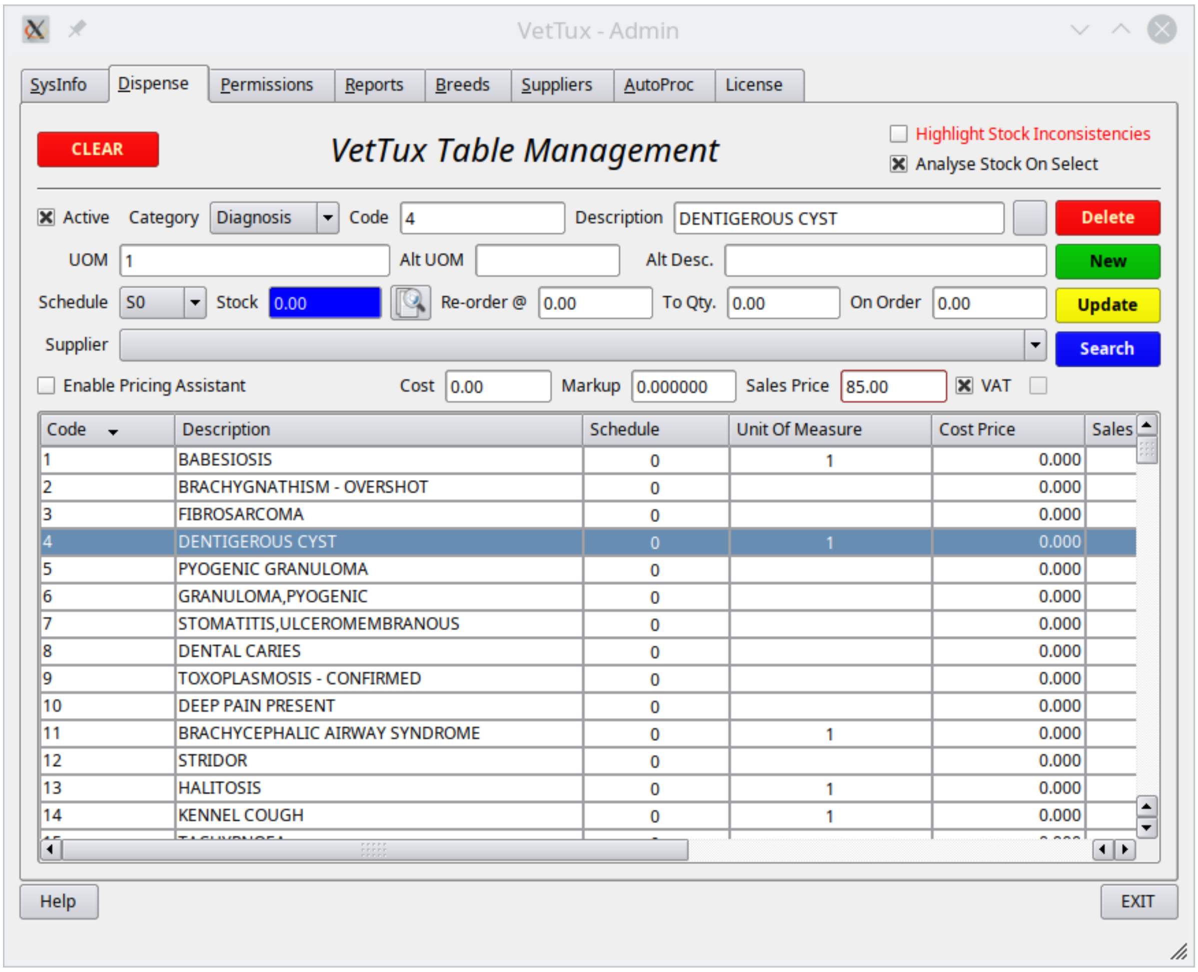
The Footers fields contain the information that is appended to the bottom of Receipts, Invoices, and Statements.

Once you have changed any of the fields you must press the UPDATE button to save this information before continuing. This is especially true when switching to and from the Alternate language settings. Any fields not completed in the alternate language settings will be taken from the default language setting page.

If you change the name of your practice you will need to acquire a license new key.

3.2 Dispense

Figure 3.2: Dispense



The Dispense panel is used to manage the "Dispense" category of database tables. Each category is described in the same manner though not all fields are relevant to all categories. Stock control for example is only relevant to Goods, Medication, and Vaccination. Where stock control in not required, the re order level should be set to -1 this will prevent low levels from appearing on the re order forms.

Navigation of the item list has a number of modes. Click on the column title required the list will be sorted in ascending or descending order as required. In addition you may type the first character of the item in the column selected and the selection will cycle through the matching entries.

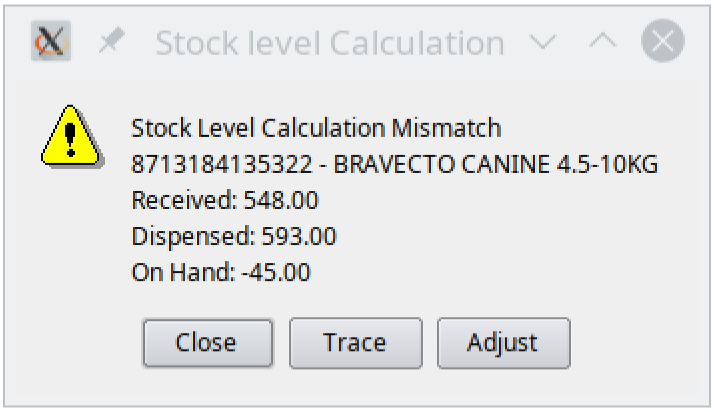
When any parameter has been edited the Title will change to a Yellow background indicating an Update should be applied to save those changes. If you select a new item from the list those changes will be lost and the Title will return to its default colour scheme.

3.2.1 Stock options

There are two radio buttons that are used, the *Highlight Stock Inconsistencies* option will highlight all entries in the current category that are under stock control that have inconsistent values. IE. the stock level indicated does not match the quantity received less the quantity dispensed. This could be due to a bug in earlier versions where voiding an Invoice could corrupt stock in different departments with the same codes. Warning this option is useful but it consumes a lot of computer resources and if your hardware is not high end could result in extremely slow operation. It is advisable not to use this option by default.

The *Analyse Stock On Select* option performs the same analysis as above but only on the selected item, if a discrepancy is fount the Stock field will change from blue to red indicating a problem. You can click the analysis button next to the stock field. This will provide you with information on the quantities received into stock, the quantity dispensed and the resultant quantity expected to be on hand. You now have the opportunity to either automatically adjust this level as would be done if the physical quantity on hand is a match, or to trace.

Figure 3.3: Stock Analysis



Should you choose to trace you will be presented with dates, personnel and the quantity invoiced with invoice number, or the quantity received into stock and whether if was a level adjustment or physical stock received. You can use the stock trace report in reception to further analyse stock received and associate supplier invoices with the received items.

3.2.2 Active

It is not advisable to delete items from stock as this could make analysis difficult, items no longer in use or produced should be marked as inactive. This way they will not be available in Dispense for use but will be available for historic analysis. This is controlled by checking the *Active* radio box.

3.2.3 New Entries

When inserting new entries the code must be unique, product bar codes can be used with VetTux, or you may choose a simple ascending number. If left blank VetTux will choose the next sequential number automatically.

If you are in a location where you will support alternate languages, fill in the alternate fields with the required translated text. VetTux can not translate items in the database.

3.2.4 Associate Information

The associate information button is shown on the right of the description field. As of VetTux 4.3 it is now possible to associate additional data with any item to be dispensed. You may use this function to add warnings about a drugs side effects, or you could use it to prompt you for values for all observations that need to be done for a given diagnosis.

To have the system prompt you for values you will use a special sequence of characters in the dialogue. To prompt for an unknown value the syntax is **??Prompt String??** this will present a prompt dialogue requesting you to enter the value for "Prompt String". To include a default value the syntax extends to a second set of ??'s including the default value, for example **??Prompt String??default value??** would produce a dialogue promting for the "Prompt String" who's default was set to "default value".

The strings in the associate information are added as remarks to an invoice when the associated item is dispensed. If the Associate Information button show a text icon there is data associated with the selected item.

3.2.5 Unit Of Measure

The unit of measure is used in the invoice and the patient history, for decent looking printouts this should be descriptive, for procedures this should be numeric "1" and for diagnosis should be left empty. For Goods and such it should be descriptive, Eg. "Bag" or "Bottle".

3.2.6 Schedule

The Schedule combination box is used to set the schedule level on a given Medication. VetTux includes schedule control in dispensing allowing say the receptionist to dispense certain drugs if required. Each schedule level must be added, specifying only S6 will not allow S0 drugs to be located. If a user is given no schedule specification, then they have full rights to all levels.

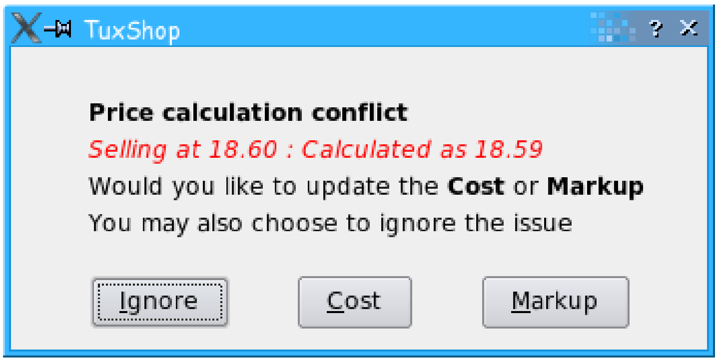
3.2.7 Price control

The ***Cost***, ***Markup***, and ***Sales Price*** fields all work together, in addition if Taxes are enabled the Tax check buttons affect the Sales Price Fields. When the tax, cost or markup of an item is changed the Sales Price field will automatically update to reflect the new sales price. In practice it often occurs that the final selling price becomes something like R146.01 this causes change problems for typical cash items such as bags of dog food. In this case you might elect to adjust the selling price by hand to R146.00

You adjust the price by modifying the ***Sales Price*** Field and then pressing the Enter key. You will also notice that the Sales Price. field changes colour to red, this is to warn you that the price has been modified, and is not the same as the automatically calculated price.

Whenever the Sales price does not match the calculated sales price based on cost, markup and taxes, a Pricing Assistant dialogue will appear, provided it is enabled, that will offer options to repair the conflict by adjusting either the cost price or markup. You may also choose to ignore the conflict.

Figure 3.4: Pricing Assistant



It is important to remember to update the product after the pricing assistant has calculated new values !

3.2.8 Deleting and Updating

When deleting, updating, or creating new entries dialogues will confirm your requested action, and warn you when data will be changed. Errors are also reported via dialogues, get into the habit of reading the messages in these dialogues as they are there to prevent unwanted actions from destroying your data.

3.2.9 Supplier selection

The supplier combination box gets its possible entries from the list of suppliers that is managed in the Supplier panel. Use this panel religiously when automatic stock ordering is required, the data here will be needed. What is automatic stock ordering ? VetTux can automatically print or fax specific order forms to suppliers. To use fax facility, your fax must be set up as a system printer.

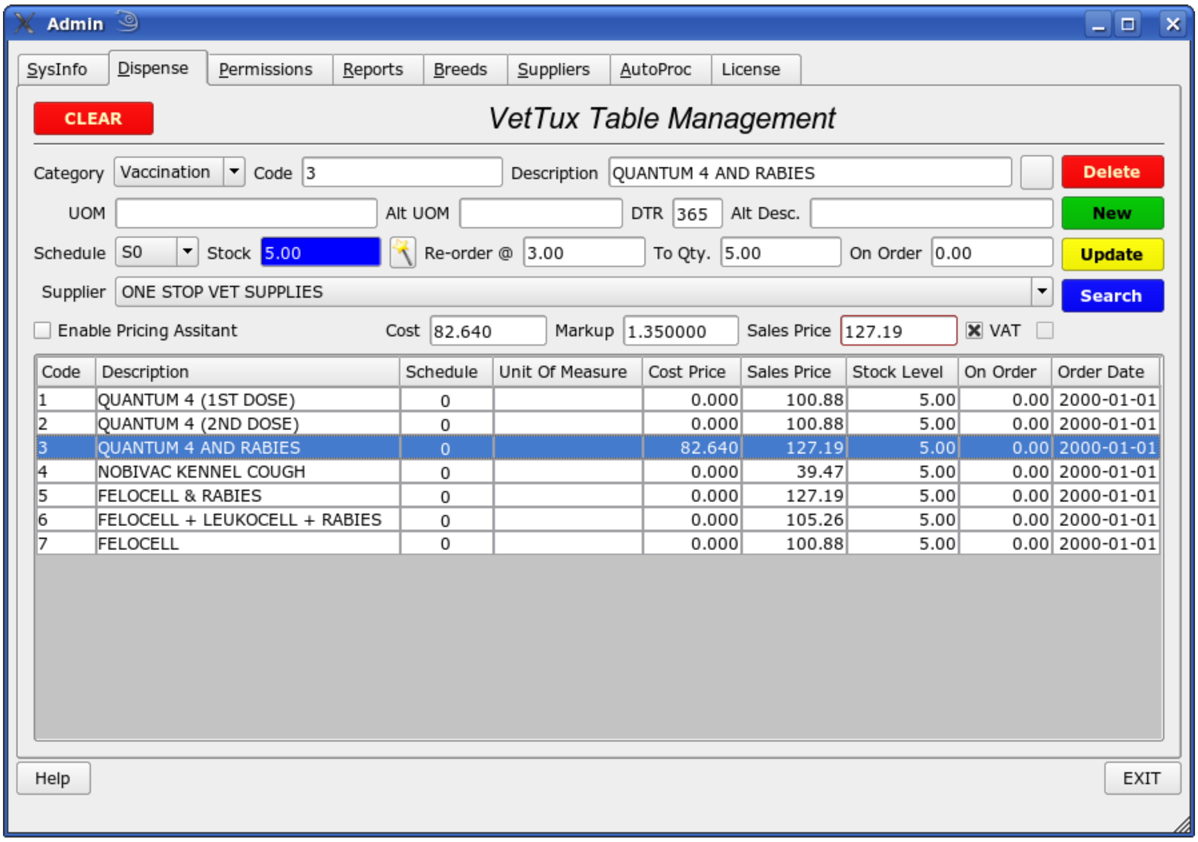
3.2.10 Searching the List

Items may be searched for either by their **code** or **description**. To search by **code** ensure that the code field has focus then click the search button.

The default search is via **Description**, VetTux will first try make an exact match of the description provided, if that fails it will try locate the closes match. Be sure that the code field does not have focus when searching via description.

3.2.11 Vaccinations

Figure 3.5: Vaccination



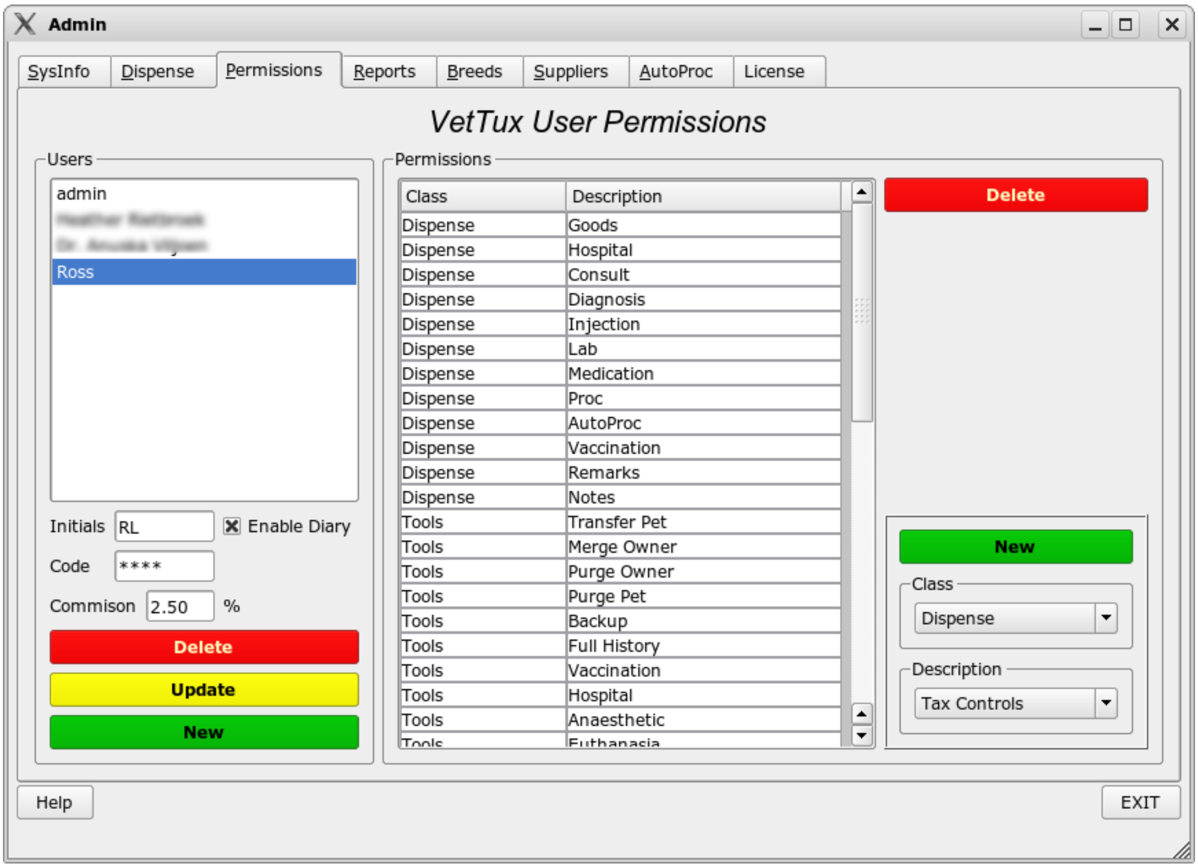
When the Category is set to Vaccination the **DTR** field becomes visible. **DTR** represents ***Days To Repeat***.

3.2.12 Days To Repeat

The value that you enter in the **DTR** field is the number of days until the next vaccination is due. When running **Reminders** from within **Reception**, reminder will be printed out for any vaccinations that are due from 20 days to the due date until 14 days past the due date. The number of reminders sent can be controlled in **Preferences**.

3.3 Permissions

Figure 3.6: Permissions



The permissions panel is used to grant permissions to users. As of release 1.0 1 user names are managed and controlled by VetTux. A special user is know as admin, with a user code of tux. Only the admin user will be able to operate the admin module.

3.3.1 Users Code

When entering a new or updating a users code, the Code field will hide the text typed, when you are asked to confirm the new or updating of a users code, the confirmation dialogue will display the actual code, be sure to verify it is correct here.

3.3.2 Diary

When the diary option is checked, the selected user will have a diary facillity enabled in VetTux.

3.3.3 Commission

When a percentage value is set here a report on commission due for Goods sales will be available in the reports section of Admin. Note commission is only calculated on Goods and not on any other categories.

3.3.4 Permitted Classes

The Class combination box provides three classes, namely Dispense, Tools, and Schedule. When one of these classes is selected the Description combination box will contain possible entries for that class. In order for the dispense panel to provide a category the user must have permissions to that table.

What this means is that a doctor who needs access to Diagnosis and Notes will also have these options available to him/her when running the reception application.

This feature can be extremely useful in a small practice where the receptionist is off duty, and only the doctor is available as he can perform all the required functions from within the reception application and need not even run the consult application.

Remember after you have added a new user, that user will have permissions for all components in VetTux, you will need to remove unwanted privileges.

3.3.5 Tax Controls

Tax Controls will enable the check buttons that allow the controlling of taxing on items and services dispensed. Most likely you would disable this permission in the shop or in countries where there are blanket taxes such as VAT.

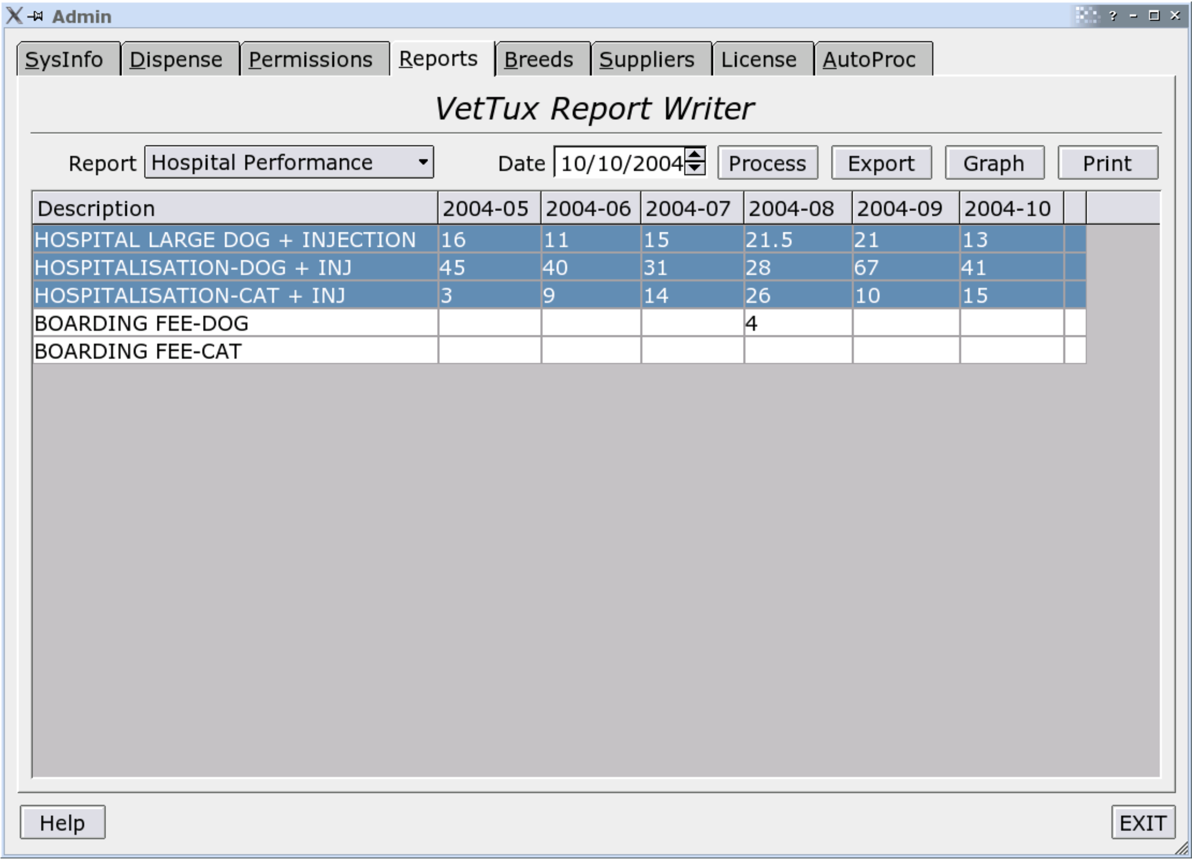
3.4 Reports

The Report writer has been designed to be as simple and easy to operate as possible, yet still provide valuable information. At this stage there are 10 different reports that can be generated.

3.4.1 Performance reports.

Performance reports may be generated for the following categories. **Goods, Hospital, Consult, Diagnosis, Injection, Lab, Medication, Proc**, and **Vaccination**.

Figure 3.7: Reports

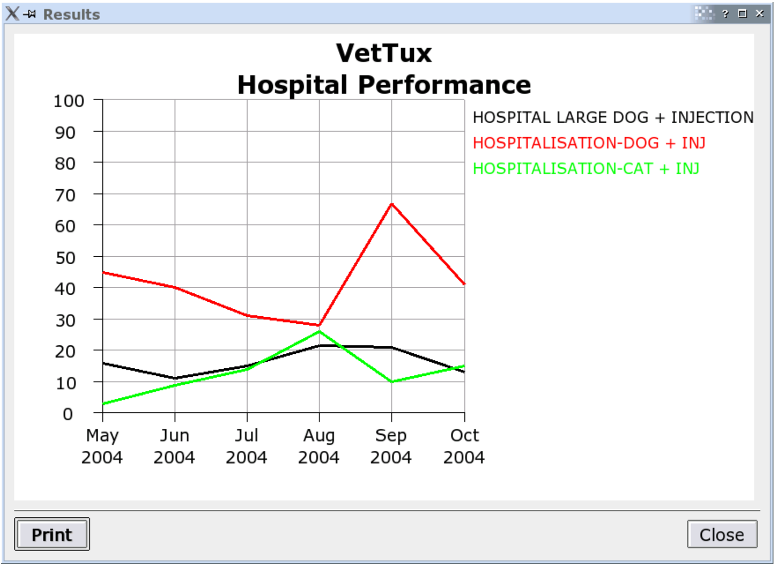


Performance reports are generated over a six month period going back in time from the selected date. Data may be exported in SLK data format ready to import into a spreadsheet, or graphs may be directly produced.

3.4.2 Graphing Reports

In order to graph or export data, you need to highlight the desired items. For example suppose you wish to analyse the performance of your hospital facility, highlight the required entries and press the Graph or Export button.

Figure 3.8: Sample Graph



3.4.3 New Clients History

This report summarises the total number of new Clients that have been registered in you clinic for the last six months including the selected date.

3.4.4 New Clients Detailed

This report summarises the total Goods sales per client, you can export this data in SLK format to import into a spreadsheet such as OpenOffice for further processing. The report is processed for the requested month.

3.4.5 Monthly Client Expenditure

This report summarises all expenditure by clients for the requested month. No graphing of the results is possible, but like all reports the results can be exported in SLK data format for import into a spread sheet.

3.4.6 Full Client Expenditure

This report summarises all expenditure by clients for the requested month, the current year, and total expenditure to date. No graphing of the results is possible, but like all reports the results can be exported in SLK data format.

3.4.7 Client Debt

This report produces a table of all clients who have outstanding balances in their accounts. Ages current, 30, 60, 90, and 120+ days are produced.

Any account that is over thirty days is shown in **red**. The amounts, contact phone numbers, names and account numbers are shown.

3.4.8 Bad Debtors

This report produces a table of all known bad debtors who have outstanding balances. It is useful for sharing with other clinics to thwart vet hoppers.

3.4.9 Stock Levels

This report will produce a table listing your current stock levels, a blank column will be created for hand counts. The price list generator might be a better option if you are not exporting the data as list can be generated for the desired categories.

3.4.10 Exporting Report Data

Once a report has produced results, the data in that report can be exported in SLK format ready to import into a spreadsheet such as OpenOffice or KOffice.

To export data, entries in the display table must be highlighted, failure to select any entries will result in an error. Entries may be selected by dragging the mouse over the required entries whilst pressing mouse button one, or by clicking each entry in turn. Highlighted entries will toggle to the unselected mode if they are re selected.

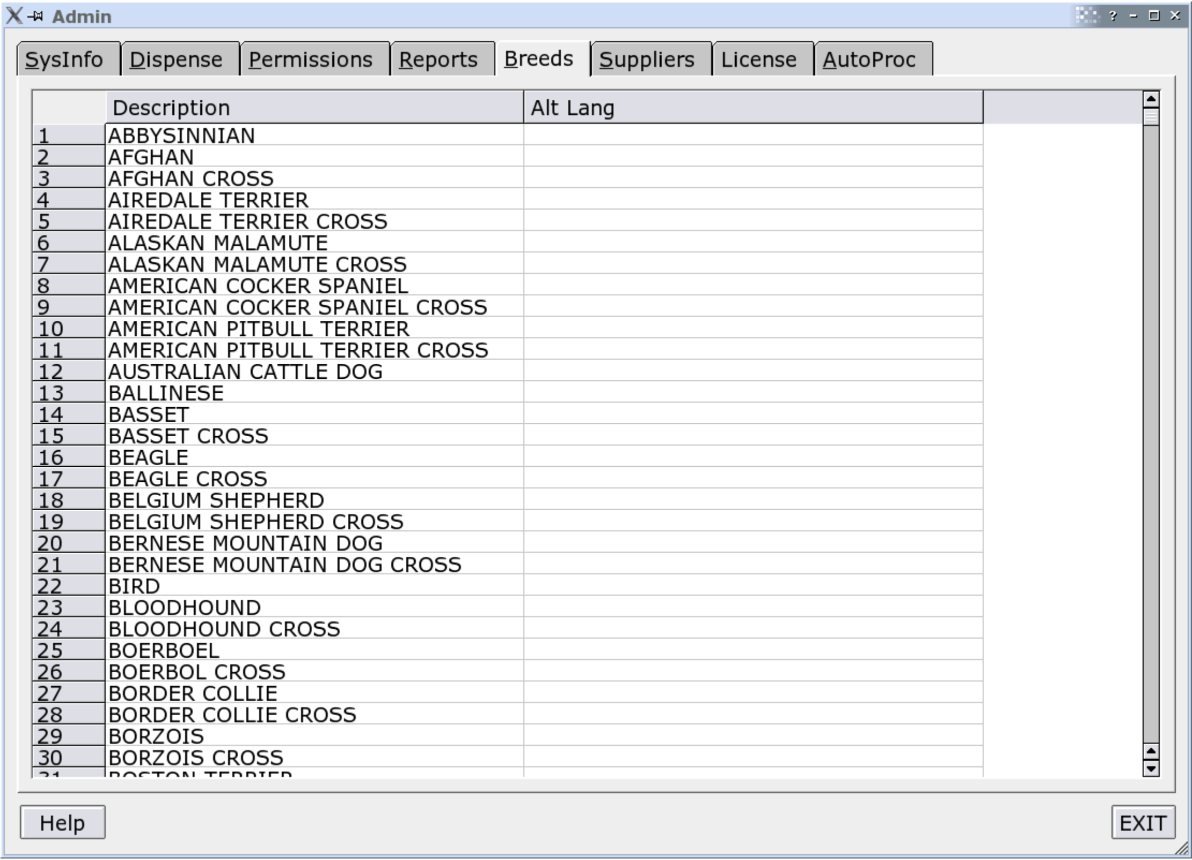
3.4.11 Printing Reports

To print a report simply press the print button once the results of your report are displayed. You will need to have a printer capable or printing graphics configured on your system as described in the Printers section in the Overview chapter.

Note as of release 2.0 0 of VetTux colour reports have been implemented.

3.5 Breeds

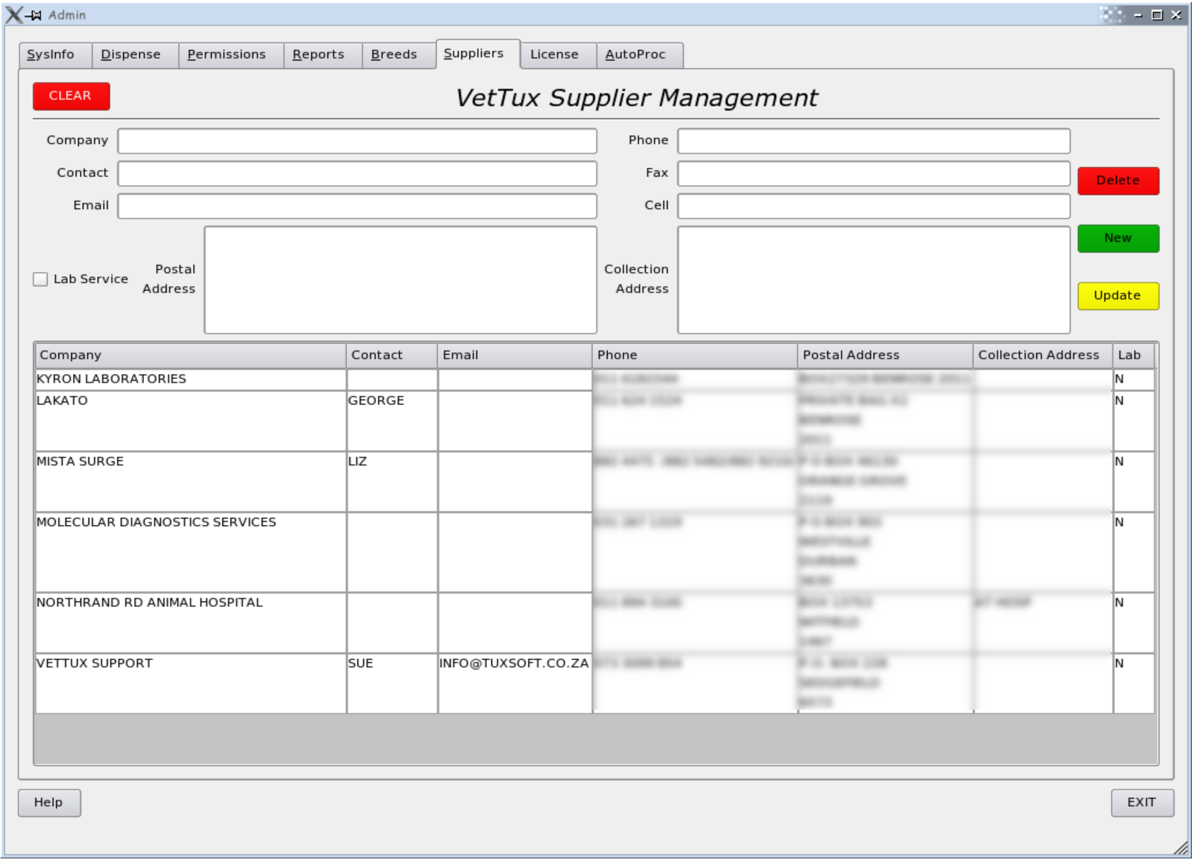
Figure 3.9: Breeds



The Breeds form is used to update and manage the list of known breeds and optionally the alternate language description of each or any breed.

3.6 Supplier

Figure 3.10: Suppliers



The supplier panel provides simple record management of the suppliers of Goods, Medication, and other items or services to your practice.

The Company field is used in Table management to ensure that automatic order forms can be created.

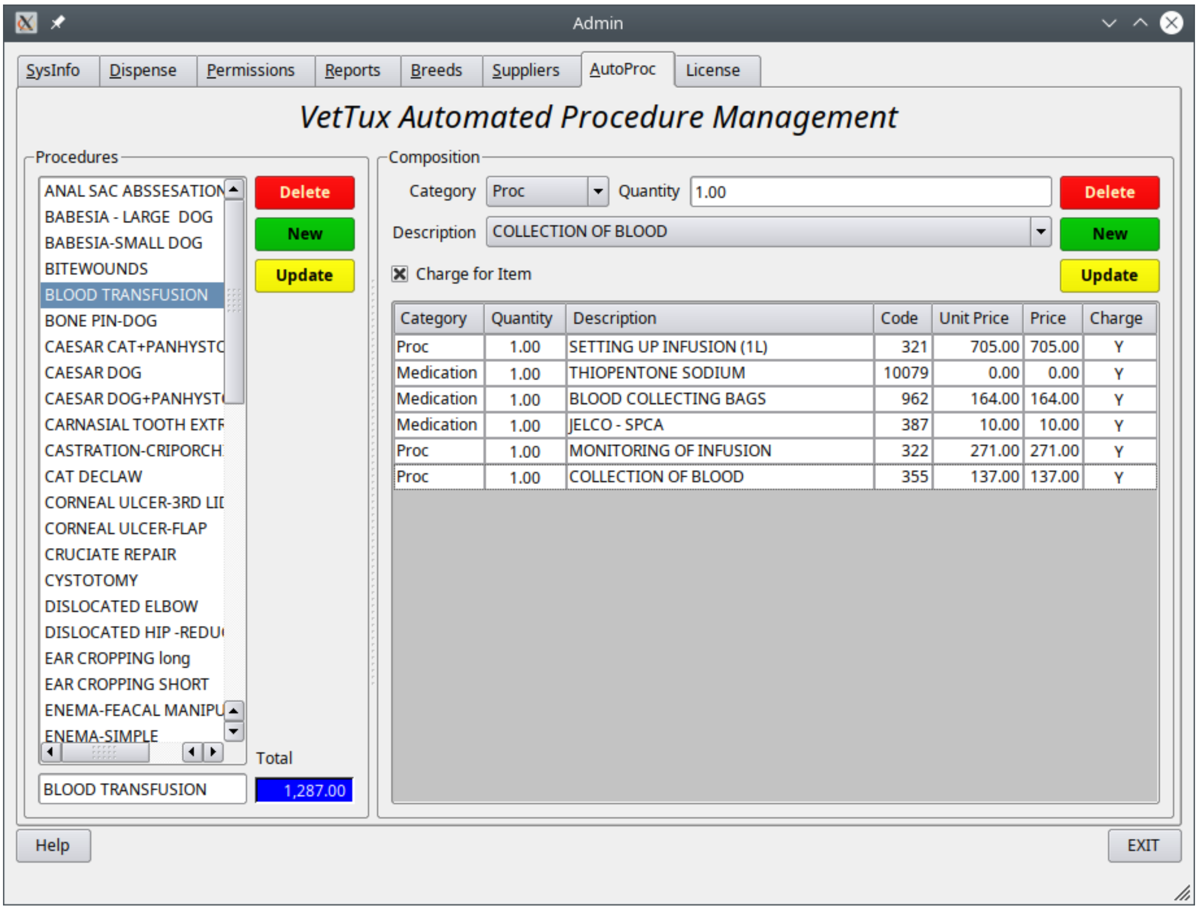
All the fields are self explanatory, but beware unlike other fields there is no automatic formatting so care should be used to enter data in a manner that will produce acceptable print outs. For example I would suggest using "Hills" vs. "hills".

3.6.1 Lab Service

Lastly if a supplier is to be available to the Specimen submission facility it must be marked as a Lab service.

3.7 Auto Procedures

Figure 3.11: Auto Procedures



Auto Procedures provide a method to dispense common collections of items using a simple single entry. The most obvious use of this feature is for operations. However it is not limited to this use, and can be used to create hampers etc. Items is the procedure can be marked as no charge items if they are part of the procedure cost. This is useful for keeping stock records of consumables etc.

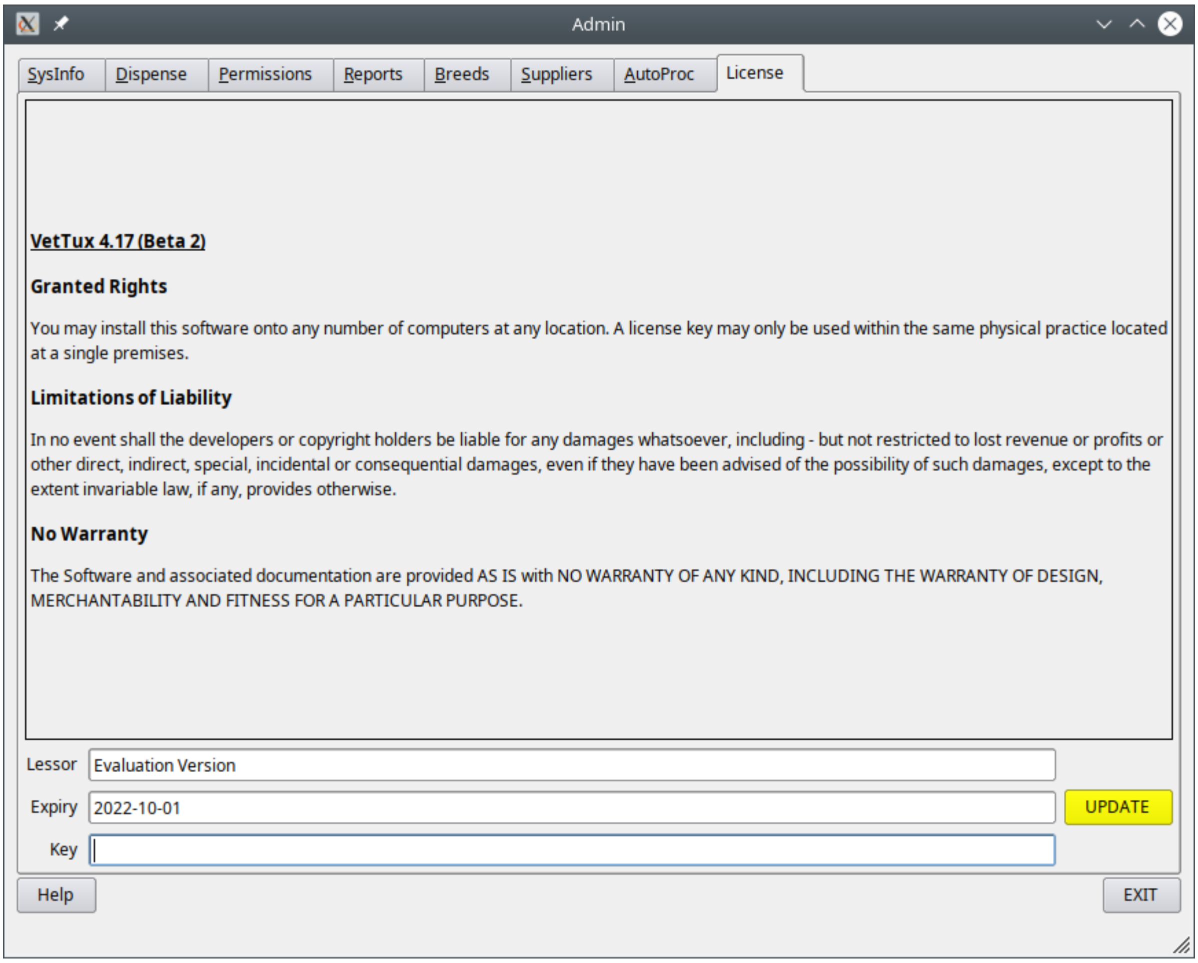
3.7.1 Adding Procedures

A procedure is added, updated or deleted using the associated buttons in the Procedures frame. Updating a procedure is simply a method of re naming the procedure.

The actual contents of a procedure are managed in the Composition frame, the operation is similar to the Dispense tool however you may only select valid items from the Description combo which will try and automatically guess what you are trying to enter.

3.8 License

Figure 3.12: License



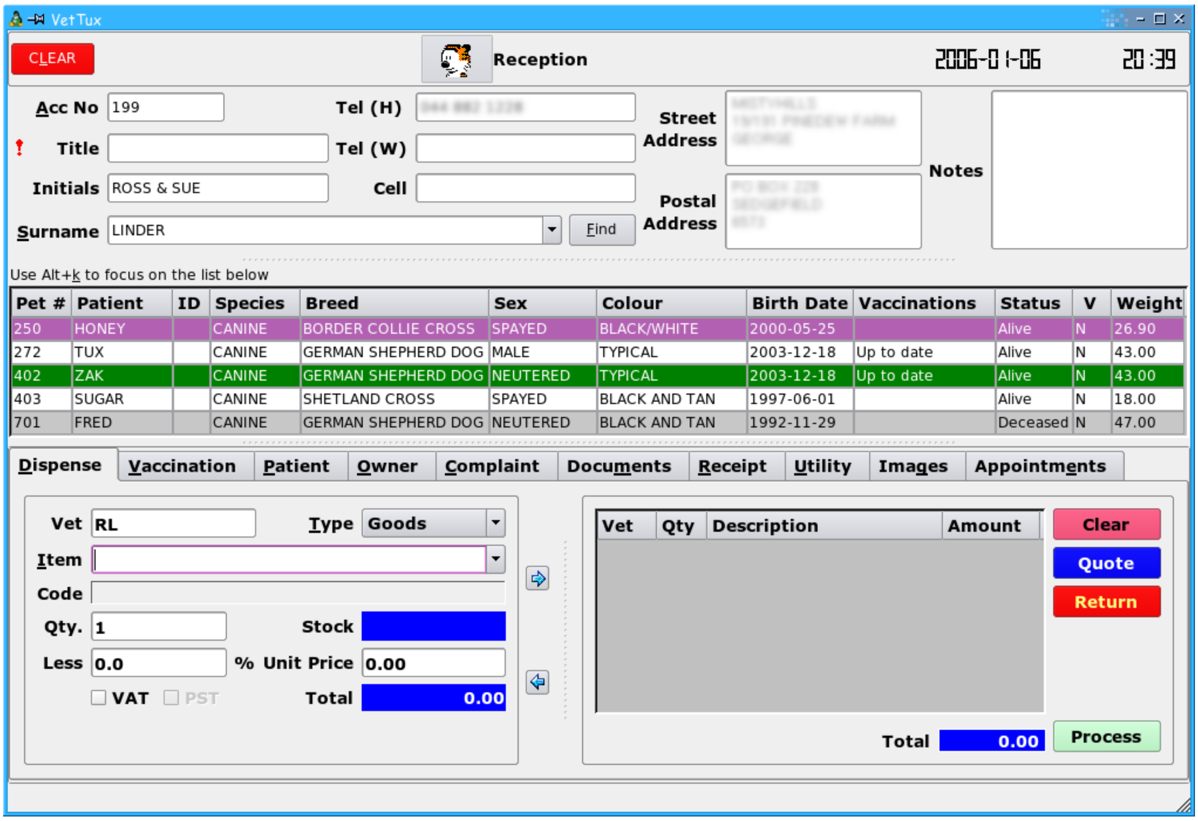
The license panel provides legal information about your rights to use VetTux.

It also provides a mechanism to enter a lease or license key that you can purchase from us. After entering the data provided to you by us, be sure to press update and to restart all VetTux modules

4 Reception

Reception is tailored for use in the reception area of your practice, it provides acceptance and queueing of patients, Point Of Sale, and appointment scheduling.

Figure 4.1: Reception



The reception application is tailored for use in the reception area, but is used in a clinic that has a single computer. When used on a single computer system clients are not queued, rather they are processed on arrival, the consult module is then not utilised.

4.1 Search for client

The primary focus point of the reception application is the surname combination box. This is used to locate a client, simply enter the name or part of the name and press enter or activate the find button, the accelerator "**ALT+F**" can be used to do this.

The combination box will now contain a list of all client matches, use the cursor keys to scroll through the list till the correct details are located, then press enter. The display list will now contain a list of patients the client has.

Select the appropriate patient, r***emember deceased patients are shown in dark grey !*** It may also be in your interest to take note of the status icon this changes to indicate vicious or deceased patients.

4.2 The patient list

The patient list uses three alternate colours to indicate various conditions associated with a patient. If an entry is shown in RED then it is an indication that there are items currently on invoice, if this patient is selected the dispense panel will indicate using the icon, it will also enable editing.

If an entry is shown in green, this indicates that that patient is in the hospital queue. The indication of "in hospital" takes precedence over the "Invoice Pending " red indicator.

Whenever a patient is selected, the entry will be highlighted in blue.

It is possible to search for a client on almost any criteria, to do this, clear the data with the Clear button (**ALT+L**) then fill in the appropriate field and activate the Find button as described above.

The combination box of surnames will now be filled with any matches, select the required entry with enter.

If any search results in a direct match, then the patient details will automatically be inserted into the display list.

You can also search via patient name, to do this clear the interface with the clear button, enter the name of the patient in the Patient panel. Notice this can be done with the key sequence **ALT+L ALT+P ALT+N *name_of_patient* ALT+F**

As you browse at the GUI you will notice a number of accelerator indicators. These are usually shown as underlined letters, for example after activating **ALT+K** you will be able to navigate through the list of patients using the cursor keys or by pressing the first letter of the patients name.

Focus can also be moved by pressing the **TAB** key, in most cases this is used when data is to be entered into a number of fields, pressing TAB moves the focus to the next applicable field.

You can also toggle the option to show or hide deceased patients.

4.3 Warning Icons

There are two more warning icons that can appear in the reception application.

When a red exclamation mark appears next to the **Acc No** field this is to warn you that this client has been flagged as a ***bad debtor***, the background colour of the field will also have a red hue when this is true.

When a red exclamation mark appears next to the **Title** field, the client has an ***outstanding balance*** on their account, the background colour of the field will also have a red hue when this is true.

4.4 Receipt

Figure 4.2: Receipt

The receipt panel is used to accept payment from an client, it has also been designed to assist with change calculations. As of release 2.0-4 the printed receipt also contains an entry for the change due if applicable. It can be activated with **ALT+R** accelerator or the **F9** shortcut key.

As of release 2.2 of VetTux now supports fast cash buttons and a field for Cheque and Credit card numbers.

Release 2.9 introduces the facility to select which invoices are to be paid, the cross reference between the receipt and an invoice can be found in the Journal trail. An invoice must be settled in full to be cross referenced to a receipt. Also in this release is the change that allows a credit or change (cash payout) to be made on any form of payment.

With release 4.0 it is now possible to accept multiple payment sources for a single receipt, the Credit Card, Cheque, EFT and Bad Debt payments all have assistant buttons that fill in the associated field with the correct value.

SnapScan payments are also possible if you have an account and internet access. The button to do this is not shown in Figure 4.2.

4.4.1 Current Balance

This read only field indicates the clients current balance. If shown in red there is an outstanding amount, if in blue the balance is zero or in credit.

4.4.2 Cash

You can enter the amount tendered in cash towards the clients account here, the change field will then indicate the change due to the customer.

Pressing any of the fast cash buttons will accumulate the value of the associated bank notes.

4.4.3 C/Card

You can use the C/Card assist button to fill this field with the default value, or enter the desired value. The value will reflect as a Credit Card payment on Receipts and documents. You should fill in your tracking reference in the Ref field.

4.4.4 Cheque

You can use the Cheque assist button to fill this field with the default value, or enter the desired value. The value will reflect as a Cheque payment on Receipts and documents. You should fill in thew check number in the Ref field.

4.4.5 Discount

Enter the desired value. The value will reflect as a Discount payment on Receipts and documents. You could fill in the reason for the discount in the Ref field. The use of the discount payment should not be confused with the discounting of Goods, Medications and services. An example of a discount payment would be one made out of compassion.

4.4.6 EFT

You can use the EFT assist button to fill this field with the default value, or enter the desired value. The value will reflect as a EFT payment on Receipts and documents. You should fill in the reference of the EFT from your bank statement in the Ref field.

4.4.7 Bad Debt

Enter the desired value. The value will reflect as a Write Off on Receipts and documents. You should fill in any required information in the Ref field.

4.4.8 Outstanding Balance

This field updates automatically as you enter value s etc. and reflects the future balance of the account if processed.

4.4.9 Credit

When the Credit option is checked any monies or change due is kept in the clients account as a credit.

4.4.10 Change Due

The change due field is used to inform the operator of the change due to the client. This field will not be visible if the keep credit option is selected.

4.4.11 Refresh

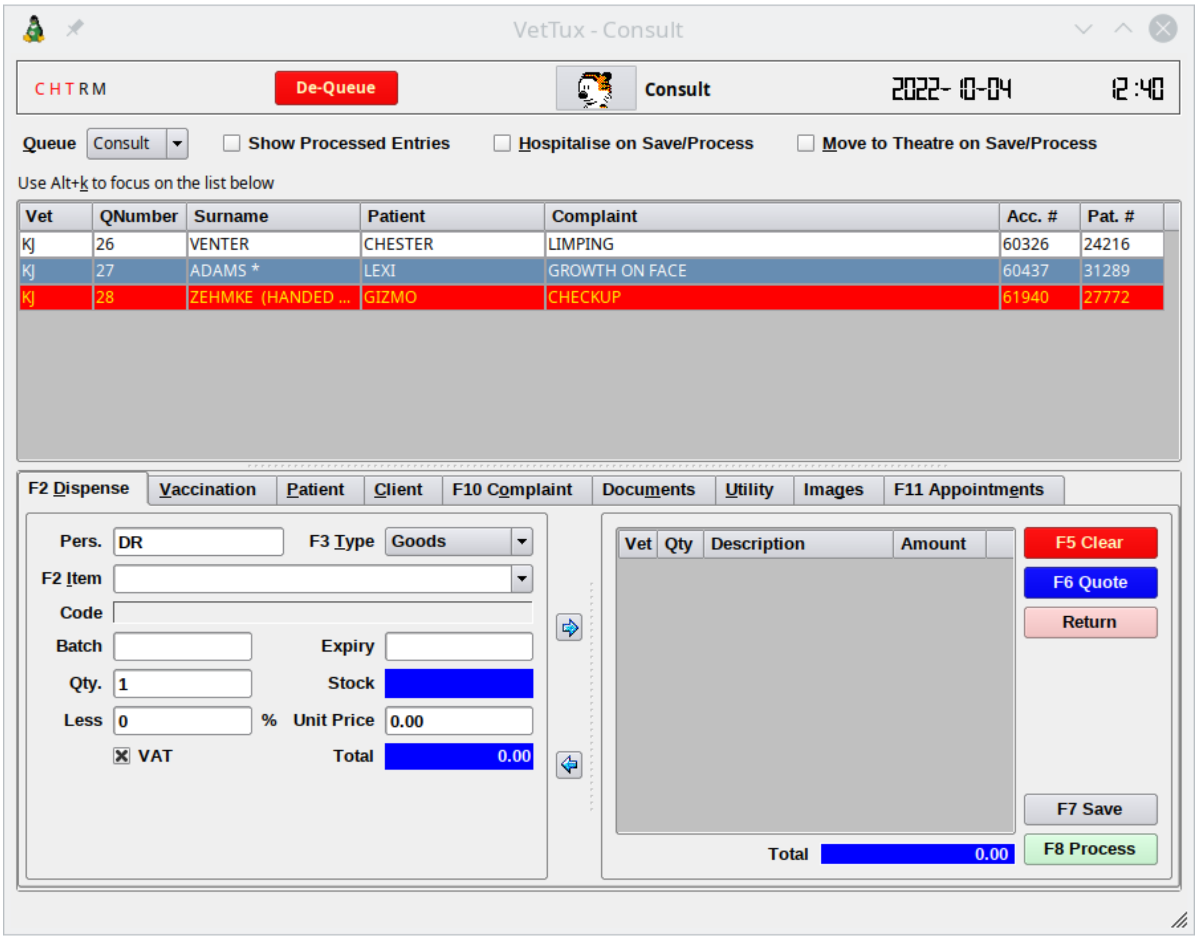
Pressing this button will cause VetTux to refresh the outstanding balance for an client. It is unusual that you would need this feature under normal circumstances, however it can be useful.

4.4.12 Process

Pressing the Process button presents a dialogue with the receipt as it would be printed. You can print the receipt this finalises the transaction or you can close the dialogue canceling the payment.

5 Consult

Figure 5.1: Consult



The consult application is tailored for use in the consulting room. When a patient is queued through from the reception application an entry will be displayed in the display list, provided the relevant queue is selected.

In most cases the queue combination box will be set to Consult in the consulting room, and if you have a workstation in the hospital area, perhaps that would be set to Hospital.

5.0.1 The patient queue

The key field **C H T R M** indicates if there are entries in any of the associated queues when the key letter is red, namely

- C - Consult

- H - Hospital
- T - Theatre
- R - Rx
- M - Misc

The entries will appear ordered in arrival order, though you can select any entry as desired perhaps for urgent cases. Entries that are shown in **RED** indicate that the client has an outstanding balance. To view the status of their account just use the **Utilities, Trails, Statement** tool after selecting the entry.

Once an entry is selected all panels will now refer to the selected patient. The selected patient will also be removed from the queue on any other consult work stations. At this point you can proceed with the dispense operation. The Dispense panel is used not only to dispense Goods and Medication, but also for Procedures, Auto Procedures, Diagnosis, Notes, and in fact all entries that will appear on an invoice or in the patient history.

5.0.2 Removing a patient from a queue

A patient can be de-queued in two manners, the most common will be as the Dispense operation is completed and process is pressed. The out would be to simply press the De-Queue button, use this with caution as its prime goal is simply to provide the doctor with a method to clear an entry without processing it through the system. This might be used for a paranoid client where nothing has been dispensed, and no charge will be levied. In place of generating an invoice with "NO CHARGE CONSULTATION" you simply remove the entry. Other cases might be for the removal of sutures.

When the process button has been pressed a dialogue showing the current invoice will be displayed. At this stage you can select to PRINT the invoice or CLOSE the dialogue, if print is selected then the invoice is printed and closed, I.E. No further entries can be added. If however you simply close the invoice then more items can be added at a later stage.

If there is an existing invoice with pending items, the Dispense dialogue will show a special icon shown here 

5.0.3 Admitting a patient to hospital

If the patient is to be admitted to hospital then you need to check (Turn On) the Hospitalise on process toggle button, this can be done using the mouse or the "Alt+H" accelerator.

5.0.4 Viewing processed entries

Consult also provides a toggle button that can be used to display entries that have already been processed. When the Show Processed Entries button is checked, the display list will include processed entries. These processed entries will be shown is dark gray whilst unprocessed entries will be shown in light gray. All functionality is available on processed entries as well. This might be useful to add notes to a processed entry.

5.0.5 Status Icon

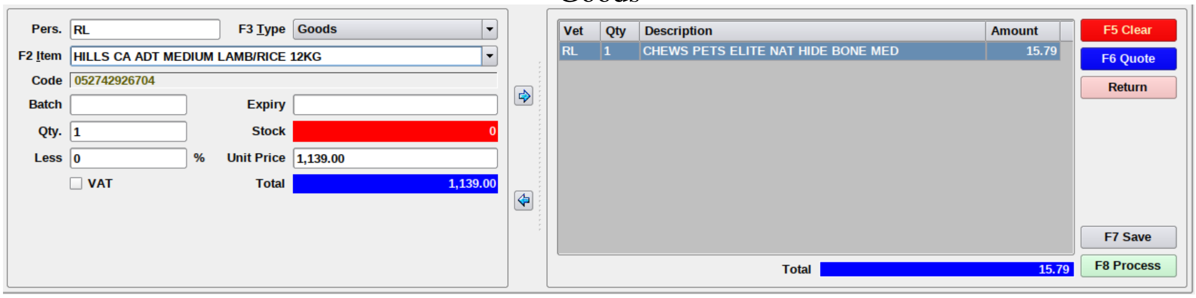
The last area of interest to the doctor is the patient status icon located at the top of the interface, this icon is used to indicate the status of a patient, an friendly image of Hobbs indicates that the patient is alive and not vicious, an image of a ghost indicates that the patient is deceased (perhaps reception has queued the wrong patient) and lastly a nasty image of a villain indicates a vicious or dangerous animal.

6 Panels

These panels are common to both **consult** and **reception**. Some of the options mentioned in the Dispense and Tools panels may not be available to you depending on your permissions.

6.1 Dispense

Figure 6.1: Dispense
Goods



The dispense panel is used to add items and entries to an invoice and notes and remarks to patient histories. The type of item that can be dispensed is controlled via the permissions set using the admin application. These permissions are user based, and are not reliant on application.

6.1.1 Pers.

The **Personnel** field should be set to the initials of the user dispensing items. This information is included in the history and on invoices. Once set it will remain effective even through clear operations.

6.1.2 Type

The category of item to dispense is chosen using the **Type combination box**. Focus can be rapidly set to this combination box using the **ALT+T** accelerator.

6.1.3 Item

Use **F2** or **ALT+I** to get focus on the **Item combination box**, then enter the item to be dispensed, or simply the first few letters and press enter. The combination box will now contain a list of possible matches, you can scroll through this list using the cursor keys or mouse. Pressing the **F4** key will drop down a list containing the possibilities.

6.1.4 Code

This field shows the product code that is often the bar code. You can enter this code in the Item field for fast instant dispense.

6.1.5 Batch

This field is used to record the batch number of the item dispensed, it can be scanned , entered manually, or the system can be set to extract it from the stock database. When one chooses to have the system extract the batch field from the database, the systems will assume that stock is consumed on a first in first out principle. If this is not the case the system will be unable to choose the correct batch field from the database.

6.1.6 Expiry

This field is used to record the expiry date of the item dispensed, it can be scanned , entered manually, or the system can be set to extract it from the stock database. When one chooses to have the system extract the expiry field from the database, the systems will assume that stock is consumed on a first in first out principle. If this is not the case the system will be unable to choose the correct expiry date field from the database.

6.1.7 Qty

The quantity field is used to select the number of items to dispense, if using a scanner this must be set to the desired quantity before scanning to be effective.

6.1.8 Stock

This field shows the number of items in stock, it is effective only for Goods, Hospital, Lab, Medication, Injection and Vaccination.

6.1.9 Unit Price and Discount

Once you have selected the item to be dispensed, you can navigate to the quantity field by pressing the **TAB** key. You can continue to navigate to the Unit price and discount fields if required using the **TAB** key.

6.1.10 Tax Controls

If any taxes has been configured on the system then you may also enable or disable those taxes if required.

6.1.11 Add and Remove

Once all the details are correct you add the selection to the current invoice using the button. This button can also be activated using the **CTRL+I** (Insert accelerator). Items can be modified by highlighting them in the list, then pressing the button. This button can also be activated using **CTRL+R** (the remove accelerator).

6.1.12 Save

The save option is used to add the items shown to the current invoice. This would usually be used for patients who are in hospital or theatre. The invoice will remain open until processed and ready for payment. To preview the open invoice follow the instructions below in the Process section.

6.1.13 Process

When all items have been dispensed, it is time to process the invoice. Click the **Process** button or press **F8**, if document preview is enabled, a copy of the invoice will be displayed in a dialogue. At this stage you can elect to print / process the invoice or to close the dialogue. The decision will be made dependent on whether the client as a patient that will be queued to visit the doctor. If this is the case the invoice can be closed and the doctor will print it once he has finished his consultation. The **Process** button in the preview dialogue closes the invoice without doing a physical printout.

If there is no need to see the doctor then the invoice should be printed right away. ***Note once the process, print or email button has been pressed in the preview dialogue there is no way to modify the invoice,*** returns and refunds must be done as a new transaction using the refund option.

If when you select a client the Dispense panel shows the icon then there are pending items on an open invoice. You can check what is pending simply by pressing the process button. This will prevent duplicate dispensing of items. You can also press the edit invoice button Edit

WHEN USING EDIT THE ITEMS ARE REMOVED FROM THE INVOICE AND PLACED INTO THE DISPENSE EDITOR, YOU MUST PRESS PROCESS TO INVOICE THEM AGAIN, PRESSING CLEAR WILL LOOSE THOSE ENTRIES ! YOU ALSO REQUIRE SUFFICIENT PERMISSIONS TO EDIT THE ITEMS IN AN INVOICE !

It is possible to print a quote using the Quote button. The operation of the quote function is identical to that of normal processing, the difference being the quote details are not recorded in the database, only on a printout. Note you also require sufficient permissions to pull items from a quote.

6.1.14 Invoice and Hospital operation.

When a patient is in hospital items are dispensed periodically as required. To achieve this you would simply dispense the required items or medication and press **F7-Save** to preview the invoice press Process then when the print preview window appears use Close rather than Print. When the patient is finally discharged the Print button is used to close of the invoice.
Under normal operation there should not be any need to use the EDIT facility.

6.1.15 Quotes

To produce a quote simply press the Quote button. Quotes can be recovered and pulled back into the invoice editor in dispense using the Utility, Documents panel.

6.1.16 Returns

To return an item use the dispense panel as usual, once the returned items have been entered click on the return button Return. You can then do a cash refund. **It is important to remember that the cash account should not be left in credit and a cash refund must be completed.**

6.1.17 How Item searching works

The Item field is a very versatile tool, you can search for products by name, part thereof, or item code. When more than one product matches the description you can drop down a list of matches or scroll through the list using the arrow keys. When scrolling through the list the item code indicator will update with each items product code.
When connecting a bar code scanner to your system, you should program your scanner to append a ***CR*** (carriage return) to the end of the bar code, this will have the effect of automatically adding the item to your invoice. To add multiple items of the same type, first enter the quantity then press **Alt+I** and finally scan the product.
Items can be added to the Invoice by pressing Enter or using the **Ctrl+I** accelerator, likewise items can be removed from the invoice by highlighting the required item then using the **Ctrl+R** accelerator. The Add and Remove buttons may also be used.

6.1.18 Keeping Invoices open / Closing an Invoice temporarily

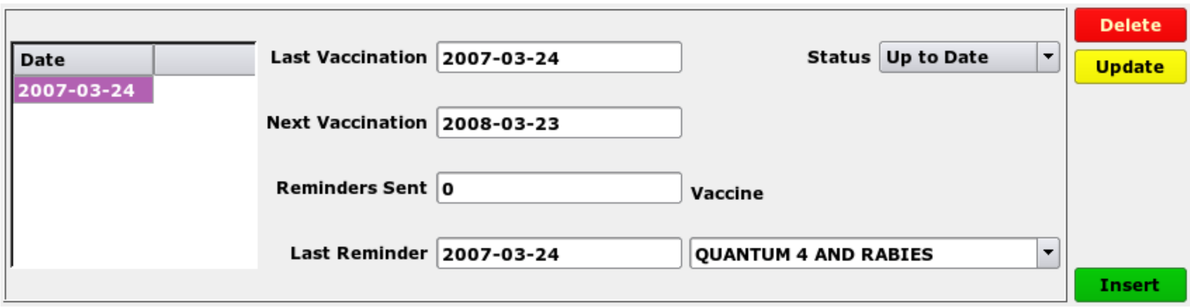
Sometimes it may be desirable to close an invoice temporarily. The fastest and recommended way is to use the **Save** option, if you selected Process when you are presented with the Invoice for printing, select **Close**, next use **Alt+L** to clear the system ready for further transactions on any account. To add new items to an existing invoice, simple open the account and again process sales as usual. When the Invoice is presented for printing the new items will be appended. You can choose to close or process/print the Invoice. Once an Invoice has been printed or processed it is closed processed by the system and no further modifications may take place.

In some cases you may wish to edit the items already on a pending invoice, in this case simply click the **Edit** button and all the items will be placed into the sales page and removed from the system records, use the remove and add facilities to correct your invoice then process it again. Unless there is a good reason to edit the items on the invoice you can simply keep adding new items and selecting save. If you prefer to view the Invoice ensure you have the **preview** option enabled in preferences.

Invoices are usually kept open for patients who are in hospital or undergoing surgery, by not editing the contents you keep the date of items dispensed correct in the invoice. Should you edit an invoice the date will change to the current date for all the items.

6.2 Vaccination

Figure 6.2: Vaccination



The vaccination panel is used to maintain and modify patient vaccination records. This is usually done when a new patient is added and the records taken from their vaccination card/register to ensure reminders are sent. For vaccinations administered via VetTux the records are automatically maintained.

6.2.1 Date List

This list shows all entries in the Vaccination database. Delete and Change operate on the entry that is highlighted here.

6.2.2 Date of Last Vaccination

This field shows the date the last vaccination was given. The format is YYYY-MM-DD. When updating entries from a card, the date MUST be entered in this format.

6.2.3 Date Due for Next Vaccination

This field shows the date the next vaccination is/was due. The format is YYYY-MM-DD. When updating entries from a card, the date MUST be entered in this format.

6.2.4 Number of Reminder Sent

This field shows the number of Vaccination reminders printed, and hence hopefully sent to the client.

6.2.5 Date of Last Reminder

This field shows the date the last vaccination reminder was printed and sent. The format is YYYY-MM-DD.

6.2.6 Status Combination box

This combination box shows the patients vaccination status. Possible values are *Up To Date, Overdue*, and *Ignored*.

6.2.7 Vaccine Combination box

This combination box indicates the series of vaccine given at the indicated entry.

6.2.8 Delete

When an entry is highlighted in the the display list pressing this button will remove that entry from the vaccination database. It should only be used to remove duplicate entries. NOTE even if an entry is removed from here, it will never be removed from the patient history if the vaccine was dispensed through VetTux.

6.2.9 Insert

You can use the Insert button to add entries to the database for vaccines that were dispensed by a different practice. These entries will NOT appear on the history for that patient.

6.2.10 Update

You can use the Update button to modify entries to the database. Note if the wrong vaccination was dispensed, it can modified here, but it will still be shown as incorrect on the patient history.

6.3 Patient

Figure 6.3: Patient

The patient dialogue is used to add, delete and modify patient details. By default all Clients have a "MERCHANDISE" patient that is used for generic over the counter sales, this patient should not be removed.

6.3.1 Name

This field contains the name of the Patient. You can also use this panel to search for a given patient using this field and the reception search facility (ALT+F)

6.3.2 Birth Day

This field contains the patients birth date. The format is YYYY-MM-DD. When adding or updating entries, the date MUST be entered in this format. To assist in calculation of a date, you can use the ***w,m***, and ***y*** completers. For example if a puppy is six weeks old, you could simply enter **6w** as you type the **w** the date field will automatically calculate the correct date. The same is true for months and years. You can also use fractions such as **3.5m** for three and a half months.

6.3.3 ID No.

There are two components here, the physical field where you can enter the transponder number by hand. If you have a identity scanner you can click the **ID No**. button and the number read from the scanner will appear in the field. You can search for a patient using the ID No. field and the reception search facility (ALT+F)

6.3.4 Colour

This field is used to indicate/modify the colour of the animal. You can search for a patient using the colour field and the reception search facility (ALT+F)

6.3.5 Breed Combination box

This combination box shows the type of breed, a selection of breeds can be chosen from the database by entering the first few letters of the breed then pressing enter to search. This works in the same manner as all search combo boxes in VetTux. Just like in the Dispense panel entries not located in the database may be entered by hand, new entries can be added to the database using the admin Breeds functions. You can search for a patient using the breed field and the reception search facility (ALT+F), the search can also be combined with the colour field. By first entering data in the colour field you can search for breeds of a specific colour, ***note the combined breed and colour search requires that the Breed combo have focus !***

6.3.6 Weight

This is used to record the weight of the animal. By default it uses kilograms, you can change this using the global panel in the preferences editor.

6.3.7 Status Combination box

This combo box shows the patients status, possible values are Alive or Deceased. The setting of this entry together with the vicious toggle button described below will determine the icon displayed on the top of the reception or consult screens.

6.3.8 Sex Combination box

Use this combination box to set and show the sex of the patient, possible values are *Male, Neutered, Female, Spayed*, and *?*

6.3.9 Species Combination box

This combination box is used to indicate or select the type of animal. See Introduction for more info on using combination boxes.

6.3.10 Vicious toggle button

This toggle button should be checked whenever a patient is dangerous or viscous. This will warn people working with the patient to exercise caution.

6.3.11 Change

You can use the Change button to modify entries in the database.
The values shown in the fields will be used to update the existing information.

6.3.12 Clear

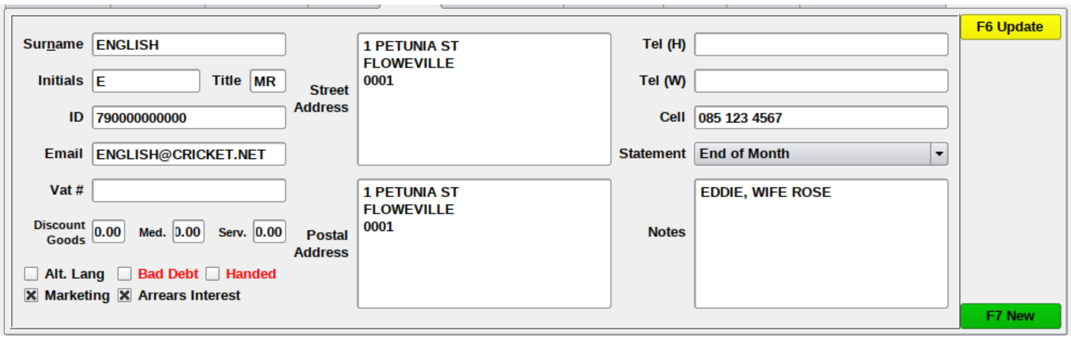
You can use the CLEAR button to erase the contents of the Patient panel. Note this will not remove a patient from the system. That can only be done using the Purge Patient tool.

6.3.13 New

After filling in all the fields on the panel with a new patients details it can be added to the system by pressing this button. Note you will first need to select an client, or even add a new client. Once you press new button a patient number will be allocated to this new patient.

6.4 Client

Figure 6.4: Client



The Client panel is used to modify an existing clients details or to add a new client to the system.

6.4.1 Surname

This field contains the surname of the client. For new entries it is compulsory to enter a name here.

6.4.2 Initials

This field contains the initials or first name of the client as printed on printouts.

6.4.3 Title

This field contains the title of the client and is used in all printouts.

6.4.4 Email

This field contains the email address of the client and is used in the emailing of documents, it is possible to force the entry of a valid email address when adding a client by selecting that option in preferences. Note: the validity of the actual email address is not confirmed.

6.4.5 VAT No

This field must contain the VAT number of your clients who are VAT registered, this information is used on Invoices.

6.4.6 ID

This field is used to store the identity number of the client, it is not used by VetTux, and is kept in the database only as a facility to help with the recovery of bad debt. It is possible to force the entry of an ID number when adding a client by selecting that option in preferences.

6.4.7 Discount Goods

This field is used to automatically apply a discount to items being dispensed in the Goods category. It is intended for use with clients such as pensioners and other institutions or people who always qualify for a discount.

6.4.8 Discount Medication

This field is used to automatically apply a discount to items being dispensed in the Medical category. It is intended for use with clients such as pensioners and other institutions or people who always qualify for a discount.

6.4.9 Discount Services

This field is used to automatically apply a discount to items being dispensed in the categories other than Goods and Medication. It is intended for use with clients such as pensioners and other institutions or people who always qualify for a discount.

6.4.10 Bad Debt Toggle Button

This toggle button can be set to provide a discrete indicator of clients who are bad debt risks. When set a small red exclamation mark will appear next to the Surname field. This indicator is automatically set when an account runs past the maximum number of days an account is allowed to run overdue. This is controlled by the **MaxStatementDays** configuration parameter.

6.4.11 Alt Lang Toggle Button

When set this toggle button instructs the system to use the alternate language when producing printout.

6.4.12 Marketing

Check this is the client agrees to receive marketing communications (POPIA), unchecked clients will be excluded from newsletters and bulk SMS'

6.4.13 Arrears Interest

You may choose to ignore any arrears interest that may be enabled in the system by unchecking this toggle button. We would love to see all practices do this for institutions such as animal welfare.

6.4.14 Street Address

This field contains the physical street address of the client. It is used in printouts so should be entered cleanly and consistently.

6.4.15 Postal Address

This field contains the postal address of the client. It is used in mailing, and MUST be entered cleanly and consistently, even if the street address is the same.

6.4.16 Tel (H)

This field contains the the home phone number for the client. It is no longer possible to enter text in phone fields. Searching on a phone number now ignores spaces.

6.4.17 Tel (W)

This field contains the the work phone number for the client. It is no longer possible to enter text in this field. Searching on a phone number now ignores spaces.

6.4.18 Cell

This field should contain the mobile phone number for the client. It is no longer possible to enter text in this field. Searching on a cell number now ignores spaces. Since this number is used to send SMS reminders completing it correctly is important.

6.4.19 Statement

You can choose when statements are to be produced for this client. The selection may either be at **Month end** or **Mid Month**.

6.4.20 Notes

This field is used to enter any private notes that are to be displayed on the reception and consult screen.

6.4.21 Update

Pressing the **Update** button will update the current clients details with the new modified ones shown in the panel.

6.4.22 New

Pressing the New button will create a new client entry in the system with the details shown in the panel.

6.5 Complaint

Figure 6.5: Complaint

The complaint panel is used to queue the selected patient into one of the three system queues. The display list will show the entries in the currently selected queue. If the **Proc** toggle button is checked processed entries will also be shown here. Selected entries are shown in blue, the Remove and Change buttons act on selected entries only.

Any entries that are shown in red indicate that the processed entry has an outstanding balance and is ready for payment. This typically occurs once Consult has processed the patient.

6.5.1 Symptoms

Use this field to enter a brief description of the complaint or procedure to be queued. This description will be shown in the Consult list of queued patients.

When an entry is queued into the Hospital queue, the symptoms entry is used in the hospital and indemnity sheets. The symptoms may be changed using the change button. First highlight the required entry, then update any of the required fields and then click change. If a hospital sheet is then printed the new symptoms will be shown.

6.5.2 Weight

Whenever a value is presented in this field the patients weight is automatically updated when queued. The patient weight history can be viewed using the Weight History option in Utilities. If the queue is updated the weight history will be updated if a new value is presented.

6.5.3 Queue Combination box

Select the queue to add the client to using this combination box. In most cases the patient will be queued into the consult queue waiting to see the Doctor.

Sometimes patients or borders might be queued directly into hospital.

The misc queue may be used for grooming, training etc.

6.5.4 Proc Toggle Button

If this toggle button is checked then the display list will show both pending and processed queue entries. Processed entries will be shown in dark gray.

6.5.5 Vet Combination box

Select or Enter the requested doctors initials into this field. If there is only one doctor on duty enter their initials here.

6.5.6 Remove

Pressing the **Remove** button will remove the selected entry from the queue. In some cases entries may be stuck in the queue after catastrophic events such as hardware failure or power failures. In these cases the stuck entries can be removed by logging into reception with the administrator password.

6.5.7 Update

Pressing the **Update** button will update the selected entry in the queue with the details shown in the panel.

6.5.8 Search

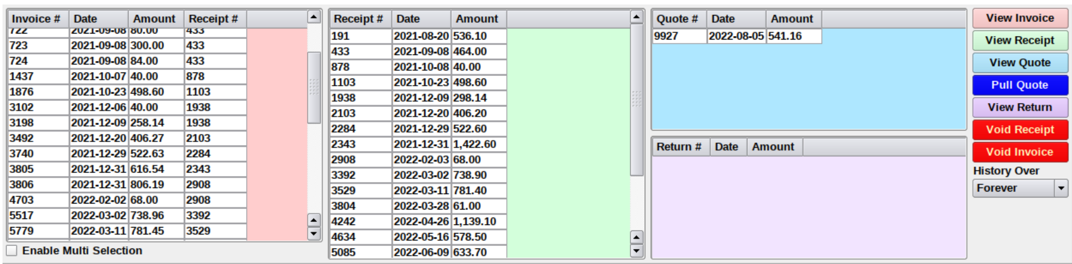
Pressing the **Search** button will locate the details of the selected entries client and patient.

6.5.9 Queue

Pressing the **Queue** button or activating its accelerator **CTRL+Q** will add an entry to the queue with the details shown in the panel.

6.6 Documents

Figure 6.6: Documents



The documents panel is used to retrieve process,receipts,quotes and refunds for viewing or printing.

Simply select the the required document from the list, then press the colour coordinated associated View button or double click the list item. A dialogue will then show the selected document as it would be printed, you can elect to print or email the document or to close the dialogue.

The use of this panel has no effect on any data already captured by VetTux and is primarily useful as an information tool. Like all lists in VetTux pressing the column heading will sort the list in ascending order based on the contents on the column.

It is possible to select multiple Invoices for printing or email if you check the Enable Multi Selection radio box, this will simple create a document containing copies of all the selected Invoices. This option only works in page mode.

6.6.1 Pulling a quote

In addition to viewing quotes, it is possible to **pull a quote** into the Dispense editor. This is done by pressing the pull quote button once the required quote is highlighted.

6.6.2 Voiding a Receipt

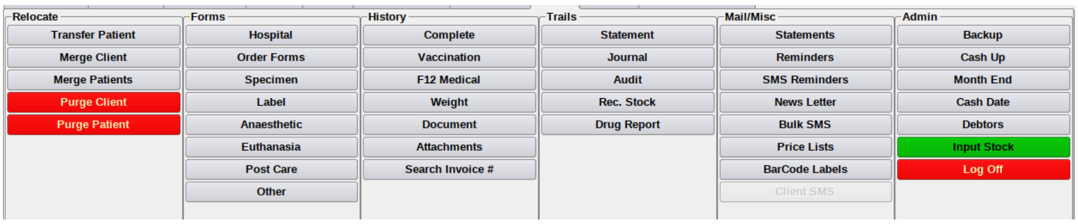
Receipts can now be voided, however only the admin user may void a receipt. The voided receipt will still show in the list of documents, but will show in the same gray as a deceased animal in the patient list. At any time you can view the voided receipt.

6.6.3 History selection

Over the years this document history can become quite extended, to simplify operation a history period over which document are drawn can be selected. You can choose from T*oday, **This Week, This Month, This Year***, or ***Forever***.

6.7 Utility

Figure 6.7: Utility



The utility panel provides a multitude of features and functions. Some of the functions shown may not be present in your GUI, this is dependant on the permissions set for your operator name in the Permission panel of the Admin application.

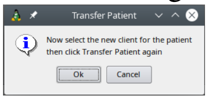
6.7.1 Relocate

The relocate utilities are used to transfer patients to new clients, say in the case of emigration or adoption. Merger of clients or patients can be used when details need changing due to say marriage, or spelling errors.

Transfer Patient

Use this button to transfer a patient from one client to another. When a patient is transferred all information relating to that patient is transferred to its new client including histories etc. The sequence needed to transfer a patient is as follows.

- Select the current client and the patient to be transferred.
- Press the Transfer Patient button in the Utility panel.
- The following dialogue will appear.



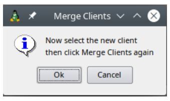
- Accept this dialogue and then select the new client.
- Press the Transfer Patient button in the Utility panel again.
- A dialogue will ask you to confirm the transfer to the new clients. Select Yes or No as appropriate.
- The transfer should now be complete, the new clients should be selected, as well as the transferred patient.

Merge Client

Use this button to merge two clients, for example after a marriage. Once clients have been merged all references to the old client will now be transferred to the new client, it is not reversible !

The sequence needed to merge clients is as follows.

- First select the old client.
- Now press the Merge Client button in the Utility panel.
- The following dialogue will appear.



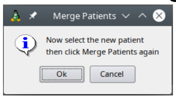
- Accept the dialogue and then select the new client.
- Again press the Merge Client button in the Utility panel.
- A dialogue will be presented asking to to confirm the merger. Select **Yes** or **No** as appropriate.

Merge Patients

The merge patients feature is needed for duplicate entries of patients. This often occurs when wife and husband bring the patient at different times, dad calls her Poly, mom calls her Polyanna. To rectify this error follow the following steps.

- Select the clients and the patient with the incorrect name.

- Press the Merge Patients button in the Utility panel.
- The following dialogue will appear.



- Accept the dialogue and select the correct patient.
- A dialogue will be presented asking to to confirm the merger. Select **Yes** or **No** as appropriate.

Purge Client

The purge client should be used with utmost care as all data relating to the client will be deleted from your system forever !

Before you can purge a client you must purge all the patients belonging to that client. (They can also be transferred to a new client)

Dialogues confirming your request and informing you of any errors are presented along the way.

Purge Patient

This function will delete all data referring to the patient, it should be used with care. When a patient is purged, you will be asked if you wish to print the patients history.

We strongly advise you to print this history and file it for possible later reference, this may be a legal requirement in your country !

6.7.2 Forms

The forms utilities are used to produce various printouts

Hospital

Use this button to print a hospital admittance form. You need to select a patient first. After pressing the button you will be asked if you wish to append an indemnity form.

Like all VetTux documents these are customisable and are located in */opt/tuxsoft/share/VetTux* The prefix are **Hospital** and **HospitalIndemnity**

Anaesthetic

Use this button to print an anaesthetic consent form. You need to select a patient first. After pressing the button you will be asked if you wish to append an indemnity form. This for is customisable.

Euthanasia

Use this button to print a euthanasia consent form. You need to select a patient first. After pressing the button you will be asked if you wish to append an indemnity form. This for is customisable.

Order Forms

Activating this option will check all stock levels and generate order forms for suppliers who s product ranges are below the re-order level. The system will not re-order items already on back-order.

When the document is presented for printing the behavior is identical to that of Invoices and Receipts in that the Close option will cancel the request, all other options will result in the system assuming the transaction is completed.

Specimen

See the section on Specimen Submission.

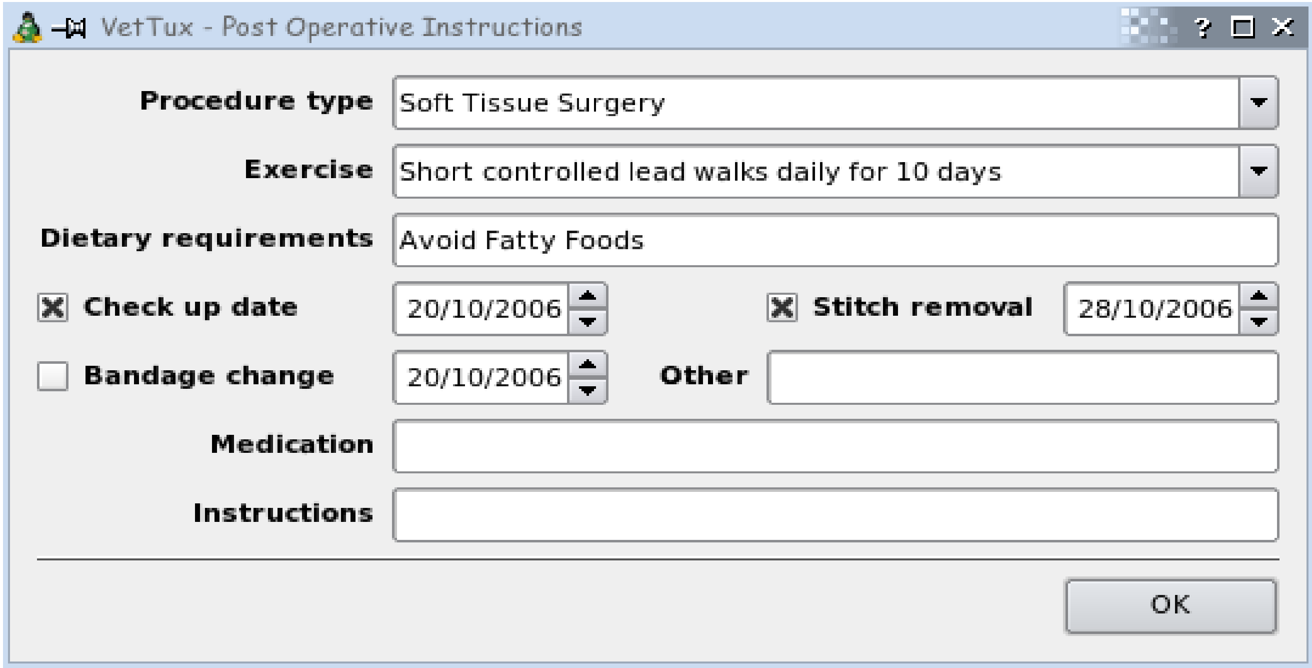
Label

The Label tool provides a mechanism to create a custom label without going through the dispense process. For more information on label printing see the Dispense panel section.

Post Care

The Post Care tool is used to create a personalised Post Operative Information form, the following dialogue enables you to enter required fields for the printout.

Figure 6.8: Post Care Fields



See chapter 10 for relation to fields and template names.

Other

It is possible to create your own custom forms, these forms should be placed in the subfolders custom/VetTux within the install folder. You need to create templates for page, slip and slip40 printers. If you require custom fields these are implemented using hprm and prm definition files. There is a sample form "Demo" provided. See the section on customising VetTux.

6.7.3 History

The history utilities provide patient histories classifiable into the following groups.

Complete

Pressing this button will generate a complete history for the selected patient. It will be presented in the print dialogue and can be viewed or printed as desired.

The complete history includes all goods purchases, diagnosis, notes, remarks, etc. In other words all transactions relating to the selected patient.

Vaccination

Pressing this button will generate a history containing only vaccination records for the selected patient. It will be presented in the print dialogue and can be viewed or printed as desired.

Medical

Pressing this button will generate a history containing all transactions for the selected patient with the exclusion of Goods purchased.
This can be used to view the medical history of the patient without the intrusion of dog food, toys, or other Goods purchased.

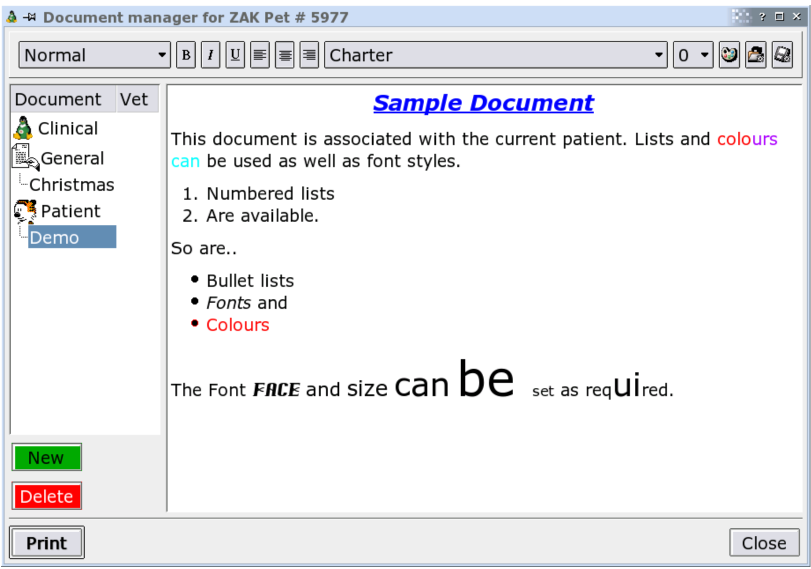
Weight

Pressing this button will generate a history containing the dates and weight recordings for the selected patient.

Document

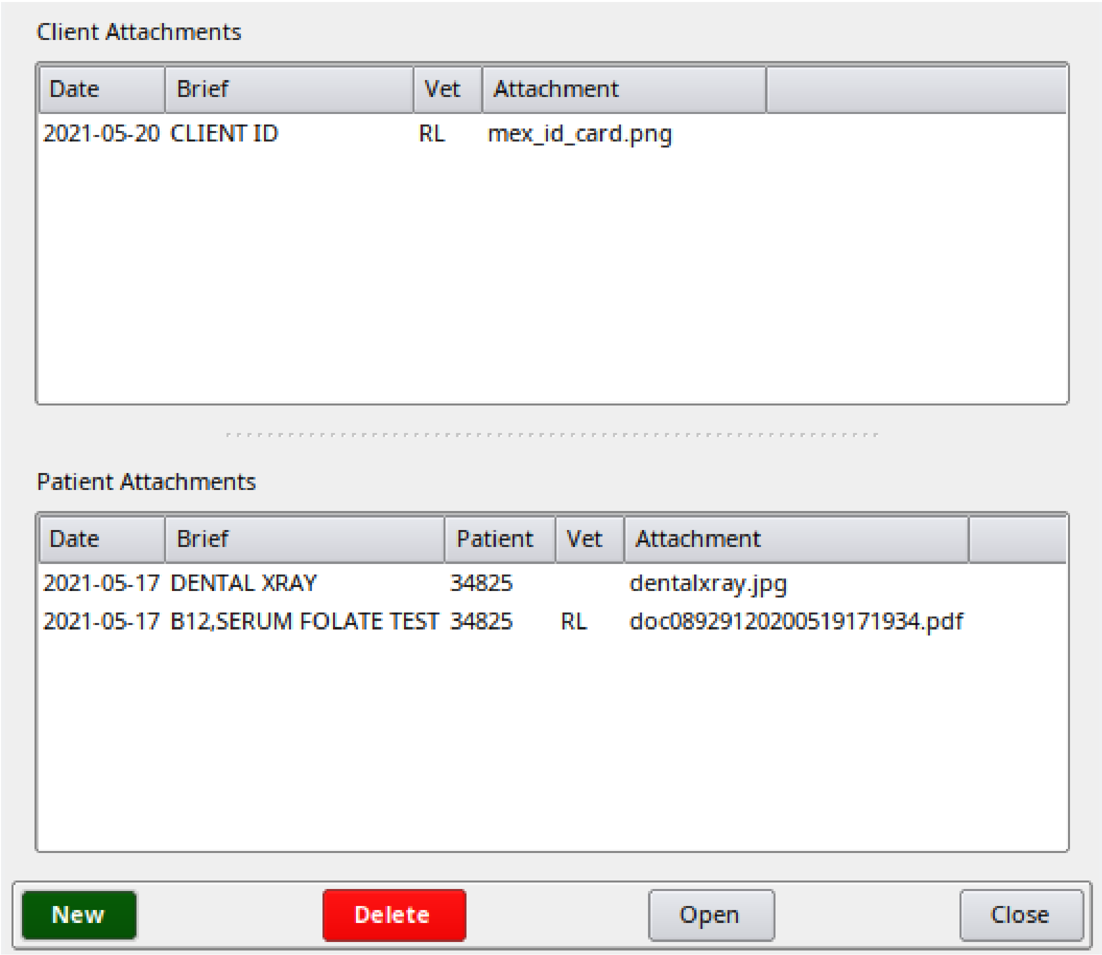
The Document utility provides a mechanism to associate rich text documents with patients, as well as into the generalised categories of Clinical documents and General documents. The built in word processor should be sufficient for all your needs, however you can export and import HTML formatted documents for E mail or external editing.
The built in word processor allows you to set the font size, style and colour, as well as the justification of text. Numbered and bullet lists are also supported.
When creating a list it is important to remember to press the TAB key to start the list mode.

Figure 6.9: Document Manager



Attachments

The Attachments utility provides a mechanism to save external attachments such as lab/blood results to a patient or generically to the client. In order to use this functionality the shared attachment folder must be properly configured on each client so that they can read and write to it. It is extremely important to backup this folder together with regular database backups. (We recommend daily)



When selecting “New” you will be prompted for either a client or a patient attachment, after making the selection a file selection dialog will be presented from wherein you select the file to attach.

You will not be able to attach the same file to multiple entries for the same client or patient. Viewing of the attachments is done via a 3rd party application, this is set in preferences. We recommend using Okular as your default viewer on Linux, it is also available on Windows, however on Windows we recommend File Viewer Lite.

6.7.4 Trails

The trail utilities provide a trace that allow you to track through various actions and transactions.

Statement

This function is used to generate a statement for the selected client.

Journal

The journal trail function provides the same functionality as the Statement trail with the exception that all entries are shown since the first transaction performed with the client.

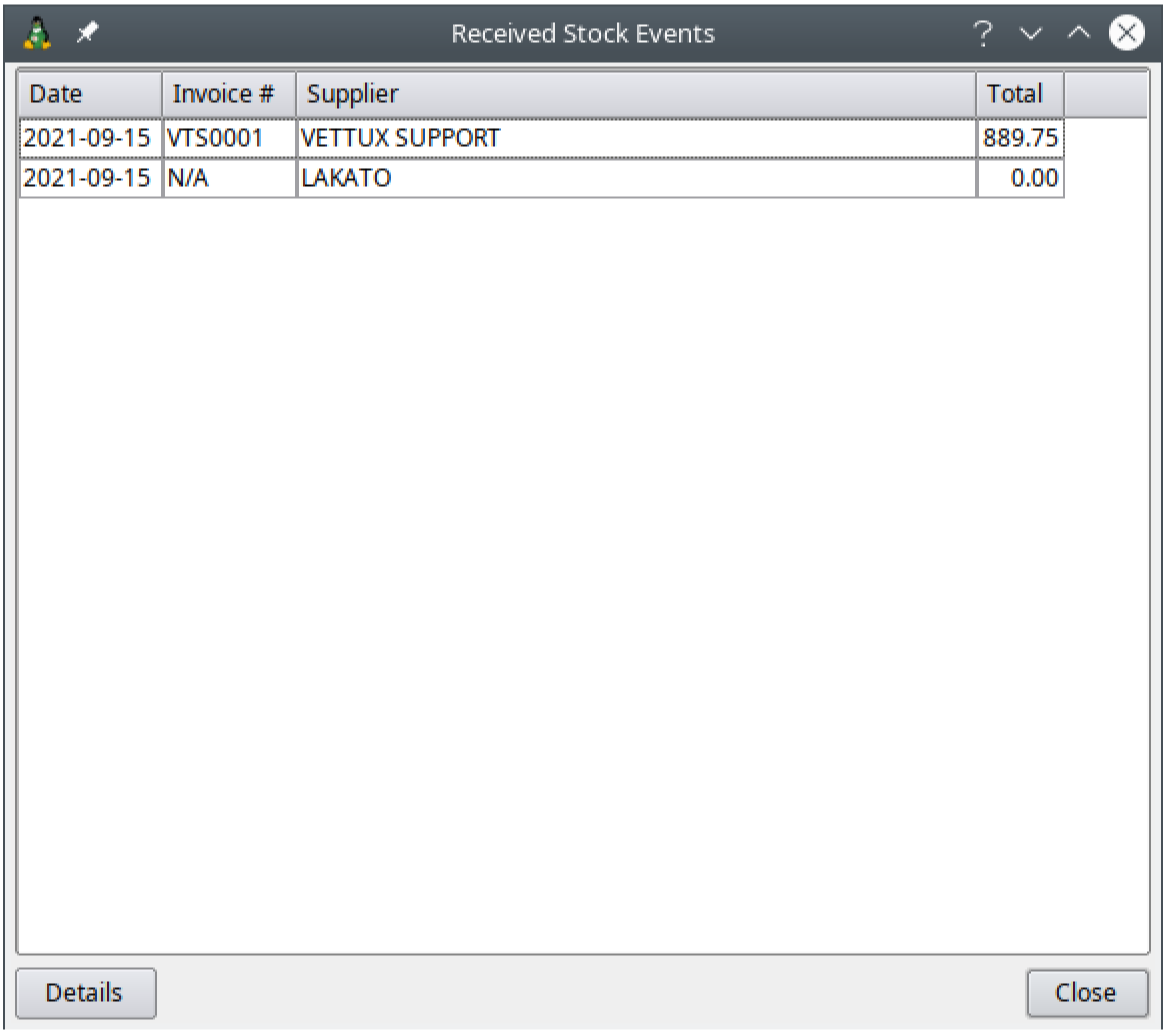
Audit

The audit trail provides a complete history of all patients belonging to the selected client. It includes prices unlike the history functions. The audit trail does not include payments made !

Rec. Stock

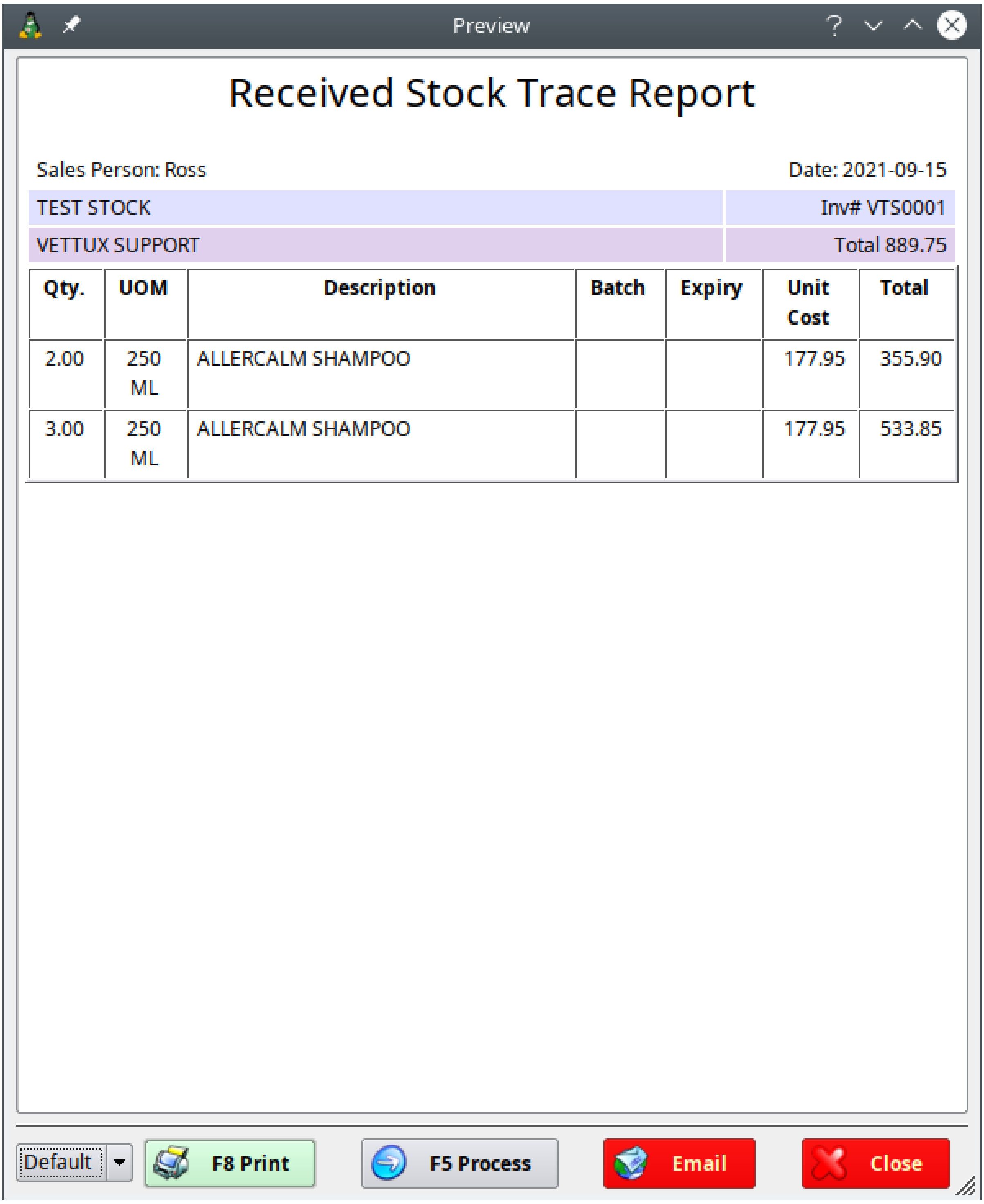
The received stock trail provides a trace of stock received and comments associated with the delivery. You are first presented with a dialogue that request the date from which the trail should be performed. Once the start date on the trail has been selected you will be presented with a list of Invoices received and Stocklevel adjustment events.

Figure 6.10: Received Stock Events



You can double click or highlight and click Detail to get a report of the desired event.

Figure 6.11: Stock Trace



Preview

Received Stock Trace Report

Sales Person: Ross — Date: 2021-09-15

TEST STOCK — Inv# VTS0001

VETTUX SUPPORT — Total 889.75

Qty.	UOM	Description	Batch	Expiry	Unit Cost	Total
2.00	250 ML	ALLERCALM SHAMPOO			177.95	355.90
3.00	250 ML	ALLERCALM SHAMPOO			177.95	533.85

Drug Report

The Drug report option provides a traceable log of drugs received and dispensed ordered by schedule number. For the drug log to operate properly you must ensure that your suppliers and stock items are properly maintained in Admin. The ordering and receiving of drugs must be done using the VetTux facilities provided.

Warning Failure to use the VetTux stock ordering and receiving system properly may result in errors in your drug reports .

6.7.5 Mail/Misc

The mail/misc utilities are used to print documents for mailing to clients.

Statements

Pressing this button will print or email all needed statements. Since this may take quite some time a dialogue will ask you to confirm your request.

You may also choose to print in either direct or preview mode. When preview mode is chosen each statement is presented in the print previewer. You can elect to either print or ignore the document at this stage.

Reminders

This function will print vaccination reminders in much the same manner as statements. Reminders are printed two weeks before the due date for vaccination.

You may also choose to print in either direct or preview mode. When preview mode is chosen each reminder is presented in the print previewer. You can elect to either print or ignore the document at this stage. To print a second reminder, you need to go into the vaccination panel and set the **Date of Last Reminder** to more than two weeks in the past. We plan to improve this in the future.

SMS Reminders

This function will replace the traditional mail / email reminders with a short SMS reminder where possible. At this stage the SMS reminder is not archived into the patients document records.

SMS reminders come with three options pre configured, channelmobile (http://www.channelmobile.co.za), bulksms (https://www.bulksms.com), and by tethering to your Android phone running Bogdan's SMS gateway (https://play.google.com/store/apps/details?id=com.bogdan.sms)

VetTux activates the SMS message via a shell script or batch file that is chosen in preferences. Since this is a new feature help on setting up this can be found on our website.

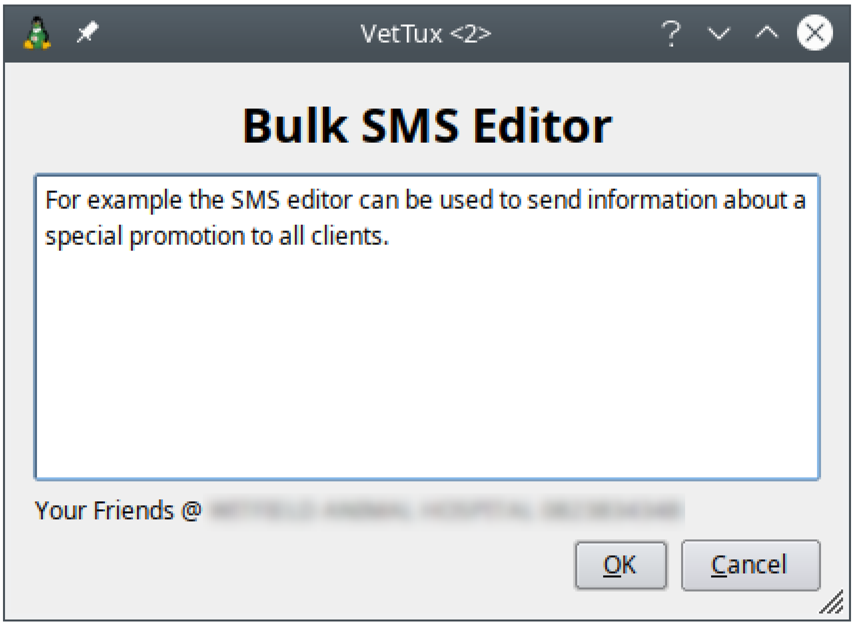
News Letter

This will use the document prefix **News** in */opt/tuxsoft/share/VetTux* and email a personalised copy to all clients with email addresses. You should only need to edit and manage NewsItem.html to keep your news letters up to date.

Bulk SMS

Using this utility will allow you to instantly send abstract messages via your SMS subsystem to all clients who have valid cell/mobile numbers on your system and have agreed to marketing.

Figure 6.12: Bulk SMS



Price Lists

This utility will produce a price list for any of the categories available to the user in Dispense. The price list can be viewed and printed if desired. In addition to the prices the quantity of product on hand is also shown making this a useful tool during stock take.

Barcode Labels

See 7

Client SMS

Similar to the Bulk SMS but the message is only sent to the selected client.

6.7.6 Admin

The admin utilities provide a set of functions that do common administration tasks.

Backup

Pressing this button will perform a backup of your data. You will be prompted to choose a destination file for the backup. Once the backup is complete that file can be written to the media of your choice using your favorite tool.

You may choose to write directly to USB flash drive using the file selection above, in this case leave the field in preferences for backup empty.

Cash Up

The cash up feature is used to cash up at the end of a day. It can also be run in preview mode where all the results can be shown or printed but the actual operation not performed. This may be useful to see how the day is progressing.

The following summaries are generated

- Invoice and Payment Summary.
- Invoice History.
- Receipt History.
- Receipt Summary.

Cash Date

The cash date feature is used to recreate cash up printouts for any given day.

The following summaries are generated

- Invoice and Payment Summary.
- Invoice History.
- Receipt History.
- Receipt Summary.

Month End

The month end function can be performed for any given month, a calendar dialogue is presented, select the appropriate month. The day is ignored !

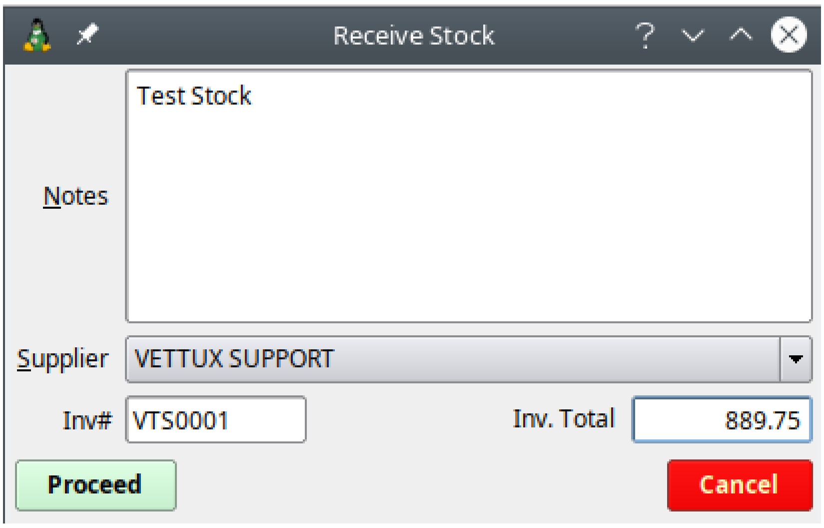
The following summaries are produced.

- Revenue Summary.
- VAT Summary.
- Receipt Summary.

Input Stock

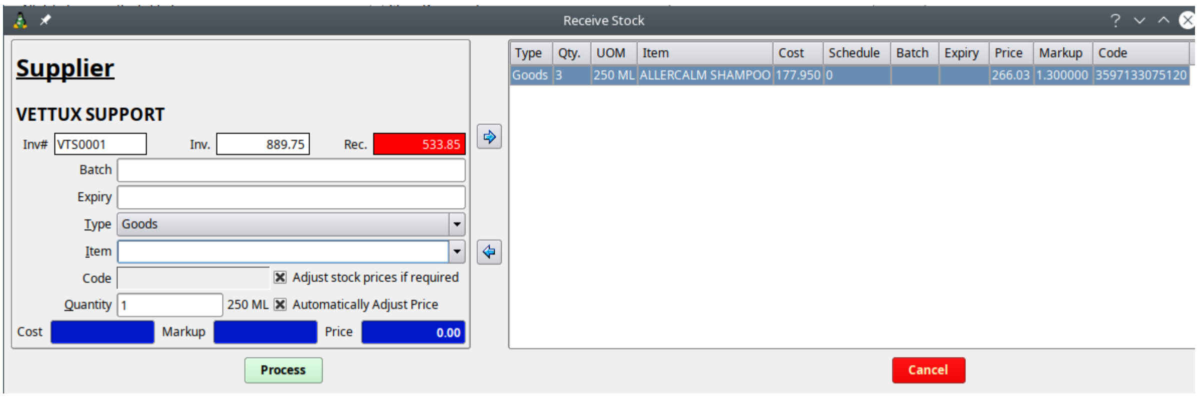
This option will present a dialogue where the operator can enter details of Stock accepted on delivery.

Figure 6.13: Receieve Stock



Initially you are required to enter any notes applicable to the Invoice being received, the Supplier, the suppliers Invoice Number, and the Invoice total excluding Tax. An exception is when you select ***Stock Level Adjustment*** as a supplier, in this case the the Invoice number and total fields may be left blank. Once you Proceed you will get the dialogue used to enter the stock.

Figure 6.14: Enter Stock

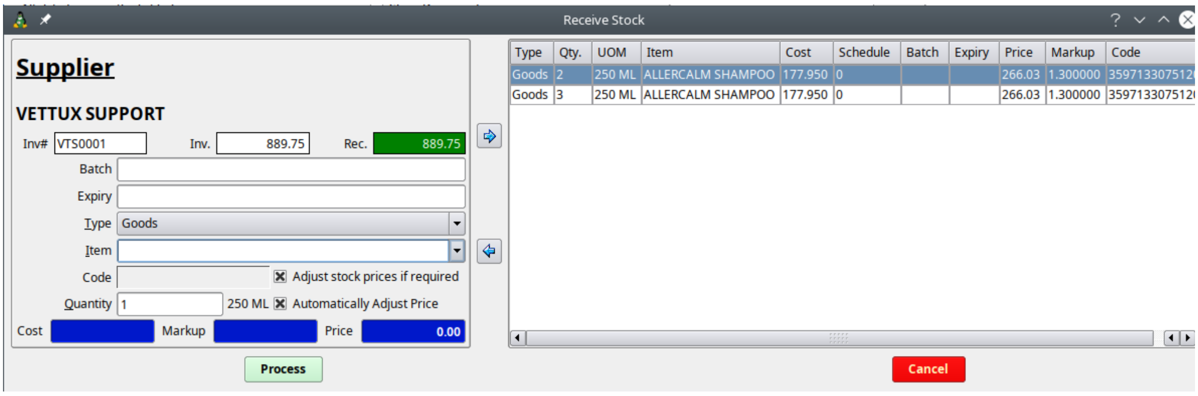


The operation is simple and works in the same manner as the Dispense page. The Notes field is only added when Process is clicked as these note refer to the delivery as a whole and not to a specific item. In most cases the supplier is automatically located. If you have more than one supplier supplying an item you should select the correct supplier in the supplier field. The results of the Receive stock facility can be viewed using the reports option.

If the user has permissions to adjust prices in the stock category fields will allow them to adjust the Cost, Markup, and Price fields. If they only have permissions to view prices then they will be unable to edit the values, but Will be able to see the Cost and Price fields. If permissions allow you will have the option to ***Automatically adjust Price***, if this is enabled changing either the cost or markup will automatically calculate the updated sales price that includes any tax's configured for that item. You still however have the ability to override the Price if needed.

As long as the received stock does not match the Invoice total the Rec amount will be shown in red, you will not be able to process this unless it is a stock level adjustment. Once the stock matches the invoice the field will show in green and you may process.

Figure 6.15: Stock Received matching Invoice



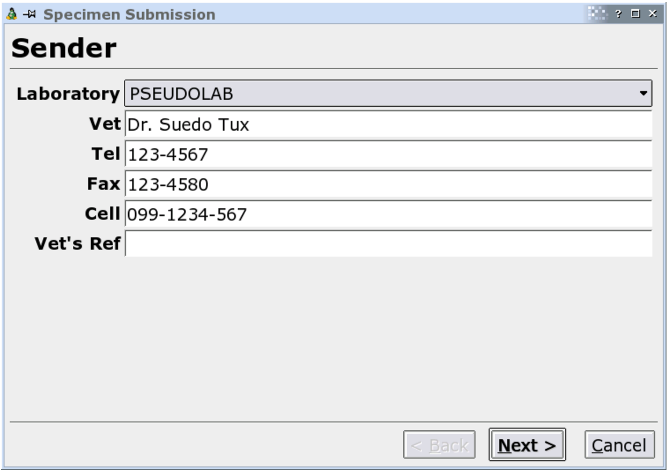
Log Off

This simply logs the current operator off from the application, you will need to enter a valid user code before you can begin working in the application again. This is used to prevent unauthorised use of permissions.

6.8 Specimen Submission

Though part of the Utilities, the Specimen submission facility deserves a place of its own. To make it easier to submit specimens to a laboratory for analysis, VetTux takes a wizard approach with as many details as possible filled in automatically.

Figure 6.16: Specimen Sender

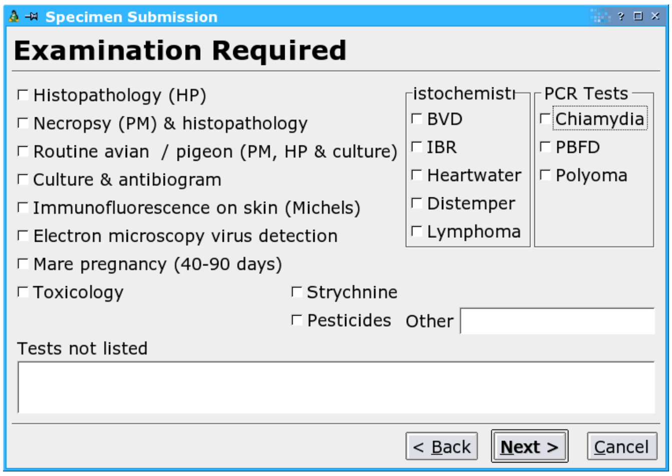


Available laboratories are taken from the list of suppliers, the contact names and numbers are set using the preferences editor. These might be different from the numbers and details publicly available.

6.8.1 Examination Required

Simply check the box(s) required and possibly fill in any unusual details.

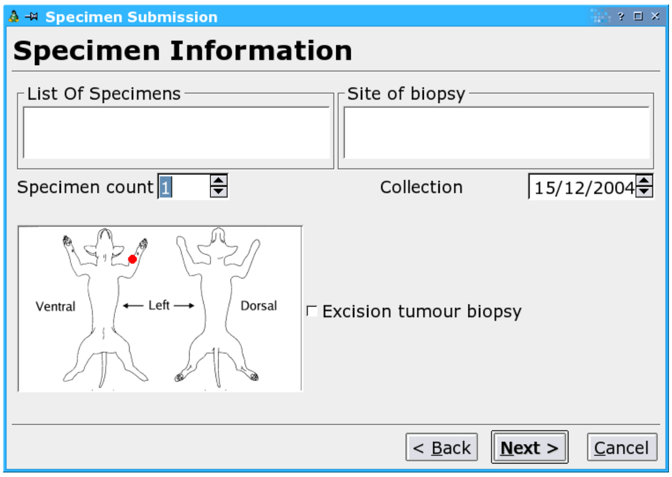
Figure 6.17: Specimen Examination



6.8.2 Specimen Information

Fill in the information required, don t forget the collection date. You can add indicators in the same manner as the Imager dragging them to the appropriate area with the mouse.

Figure 6.18: Specimen information



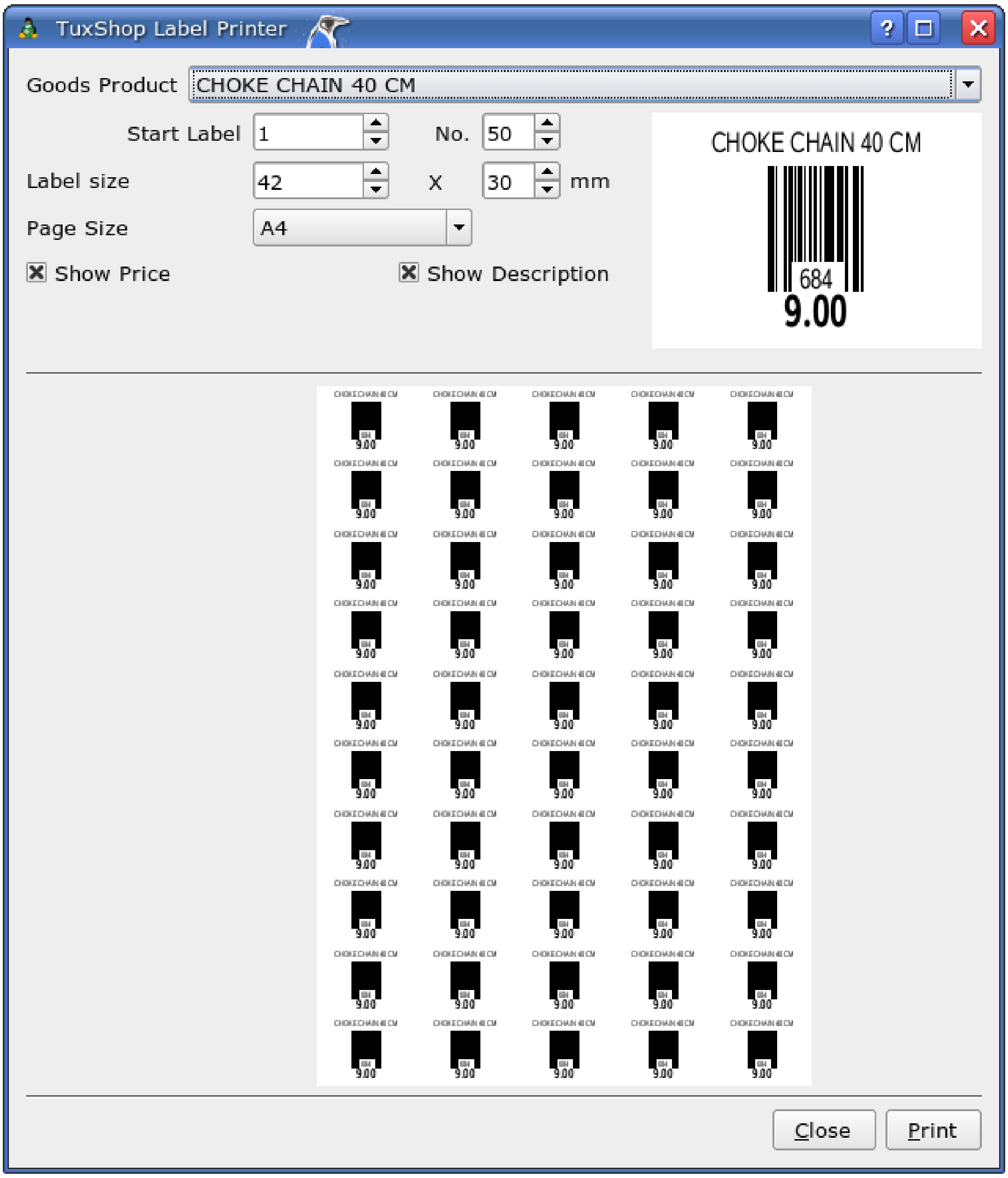
6.8.3 History and clinical diagnosis

The last page in the wizard allows you to enter detailed information as may be required. When the Finish button in pressed the form is ready for printing or faxing to the required destination.

7 Barcode Labels

7.1 Printing Barcode Labels

Figure 7.1: Label Setup



The label printing interface is accessed from the **Edit,Manage,Labels** menu, it provides a simple interface for printing barcode labels for your products. Labels can be customised in appearance and the start and number of labels to print can be adjusted so it is possible to print more than one product per sheet.

If multiple products are going to be printed we recommend that you let your paper cool off between prints (If using a laser) and that you do not remove any labels until the sheet is full. ***Always follow the label manufactures instructions closely to prevent damage to your printer!***

Product - This combo-box will contain all the Goods product descriptions, select the desired product and the labels will change to offer a preview..

Start Label - The value here declares where label printing will start, labels are numbered from 1 up consecutively from left to right and from top to bottom.

No - The value here determines how many labels to print from the starting label.

Label Size - These fields are used to enter the label width and height in mm.

Page Size - Currently only A4 and Letter pages are supported as most label stock comes in this format.

Show Price - When checked the price is shown below the barcode.

Show Description - When checked the product description is shown above the barcode. The description font size is shrunk to fit descriptions so that they fit on the label.

7.2 Label Stock

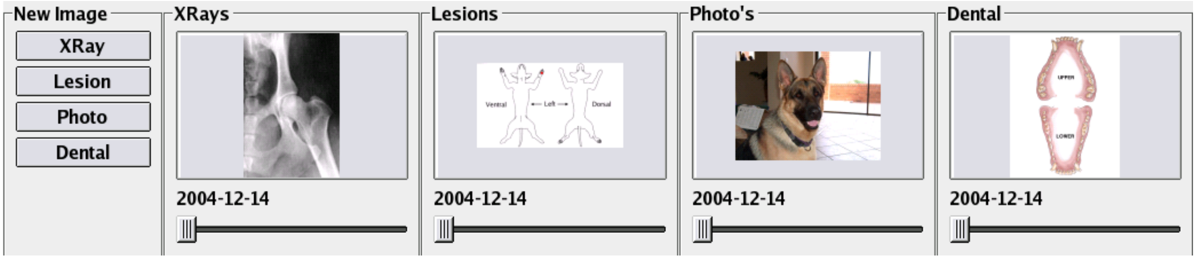
We recommend using Redfern 50up (42x32mm) label stock, http://www.redfern.co.za Should you be using other label stock and experience any problems, please let us know the details so that we may rectify the problem.

Note not all printers are capable of printing a complete page, in some cases you may find that certain labels are cropped and might not be usable.

7.3 Images

Note the use of this facility is discouraged and using the attachment system is now the preferred method of associating images and data with a client or patient.

Figure 7.2: Images



The image panel provides a thumbnail view of X rays, Lesions, Dental, and Photo images associated with a patient. The slider below the image is used to select the image in relation to the date when it was acquired. Clicking on a thumb nail will display the image in a window full size.

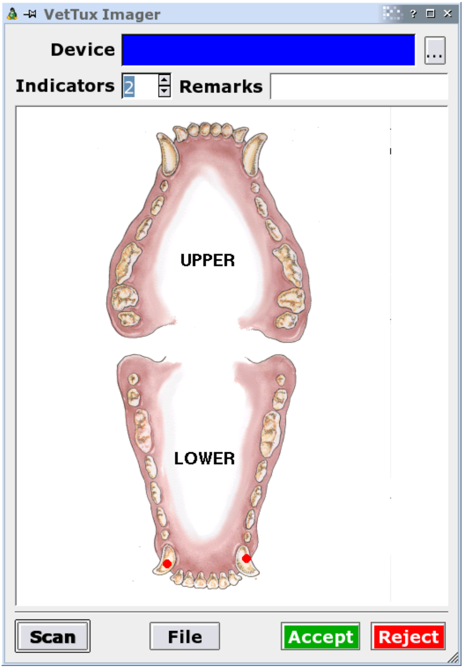
7.3.1 Image preview

Figure 7.3: Sample Photo

7.3.2 Acquiring an image

To acquire an image one of the associated buttons in the New Image frame must be pressed. This will manage the VetTux imager. If the type of image required is a Lesion or a Dental image a default image will be loaded. These default images are stored in the /opt/tuxsoft/share/VetTux directory.

Figure 7.4: Imager



The text you enter into the Remarks field will be shown as the window title when the image is viewed. It is also possible to add indicators to the image by using the Indicators spin box. Indicator blobs can be dragged to the desired location using the mouse and button 1.

The default image names are composed of the Species type followed by _dental.png

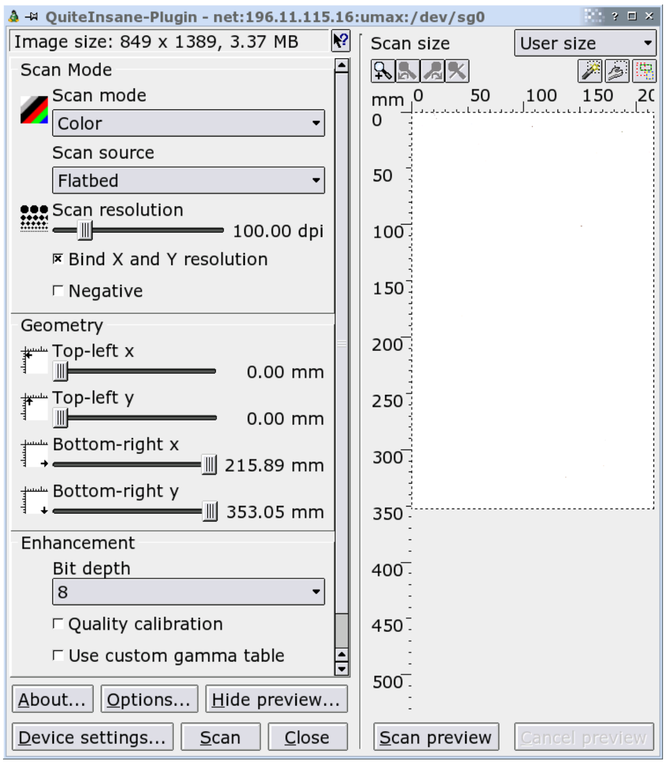
For example **Canine_dental.png** and **Feline_dental.png**

7.3.3 Scanning an image

There are a number of methods of getting an image into the VetTux imager. You can drag and drop images into the Imager window from a file manager such as KDE Konqueror, or you can use the File button to manage a file selection dialogue where you can choose the image required. You could use the default Dental and Lesion images provided, but the most useful method would be to scan images and X rays etc.

In order to scan images a SANE compatible scanner must be installed. VetTux uses the QuiteInsane plugin to access the scanner. Its operation is intuitive and shown on the next page.

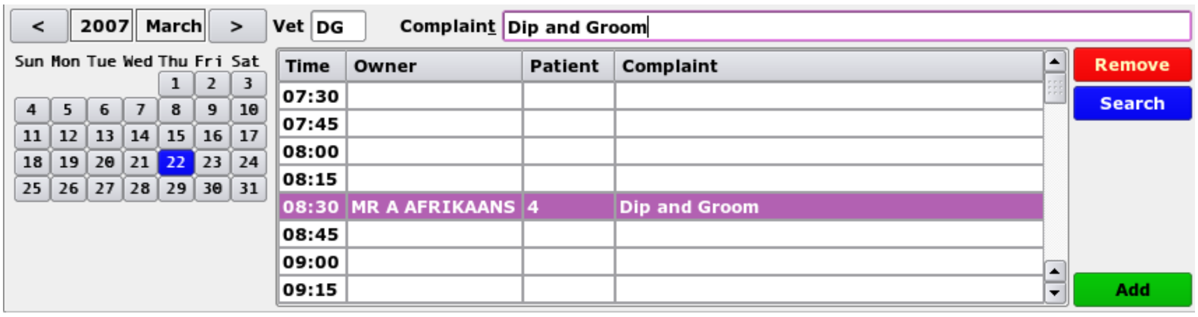
Figure 7.5: Scanner Interface



Remember if you wish to scan X rays then you need a scanner that can scan transparencies. Also when adding Images to your database you need to have a decent backup facility as images are huge. A DLT or DVD-WR drive is recommended.

7.4 Appointment Book

Figure 7.6: Appointment



The appointment book is a single line diary that can be used for booking appointments, operations, etc. The appointment book is unique to the vet s initials thus allowing virtually an unlimited number of appointment books to be maintained. Each operator can have an appointment book enabled or disabled in the preferences section of Admin.

7.4.1 Selecting the date

The date is selected by clicking the mouse pointer on one of the day buttons, the month and year can be advanced or reduced using the two arrow buttons. To add an entry to the diary a client and patient are selected using the Reception's search facilities, an time slot is selected, the description of the appointment required is entered into the complaint field then the **Add** button is pressed. You can only add an entry to an empty time slot. Block bookings can be made by highlighting multiple empty time slots.

7.4.2 Delete an entry

To delete an entry, highlight the entry to delete by clicking on it with the mouse pointer then press the **Remove** button, accept or reject the operation with the dialogue presented. Any entry selected in a block booking will result in the complete block being deleted.

7.4.3 Search from Diary

When an entry is highlighted you can search for the client and patient simply by clicking the **Search** button. After the search is completed the Complaint panel will inherit the complaint from the Appointment book to simplify the queuing process. The search facility is only useful in the Reception application. Using search in Consult will fill in the Client details panel. Consult should use the queues to locate patients and clients.

8 Preview and Printing

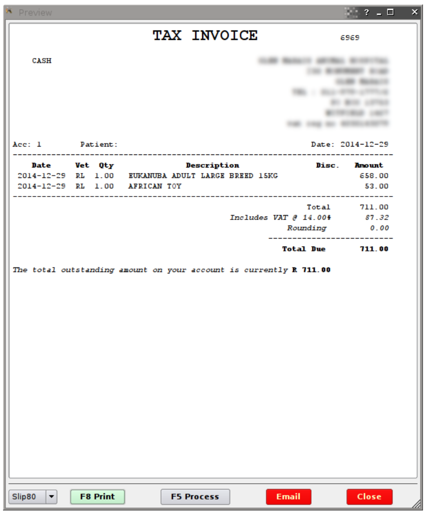
Using preferences you can select the default type of printing required and if you wish to preview the document first. Slip printer mode can be used for slip printers or good old dot-matrix printers. In fact slip mode can be used for any printer where you wish to use plain ASCII output.

Slip40 mode has been created to assist with cost saving on paper and though primarily for sales, forms have been created that allow most prints to be performed on slip printers. Logo's can be stored into your slip printer and will be printed.

SnapScan codes if enabled are supported in Page and Slip40 modes. New as of Version 4.11 print modes can be dynamically selected on the fly to match the output printer of choice or to make reading documents easier.

Page mode requires a printer that can print graphics as well as text. When using page mode you can add your practice logo to your documents. For more information on printers and forms see the section on customising VetTux.

Figure 8.1: Slip Mode Print



Page mode provides a more modern look.

Figure 8.2: Page Mode Print

Figure 8.3:

8.0.1 Printing a document

The **PRINT** button is used to produce a physical printed output. If the document is an Invoice it is closed and can no longer be appended or edited.

8.0.2 Closing a document

If the **CLOSE** button is used the document is closed and left in its current state. For example an invoice is left open for the addition of items. This feature is used extensively for patients that are in hospital, or when a client wishes to purchase "Goods" in the shop after a consultation.

8.0.3 Process a document without printing

The **PROCESS** button behaves exactly as if the **PRINT** button had been pressed, however the physical printout is not produced. To produce a printout of an Invoice or a Receipt after pressing the **PROCESS** button, the **Documents** panel must be used.

8.0.4 Emailing a document

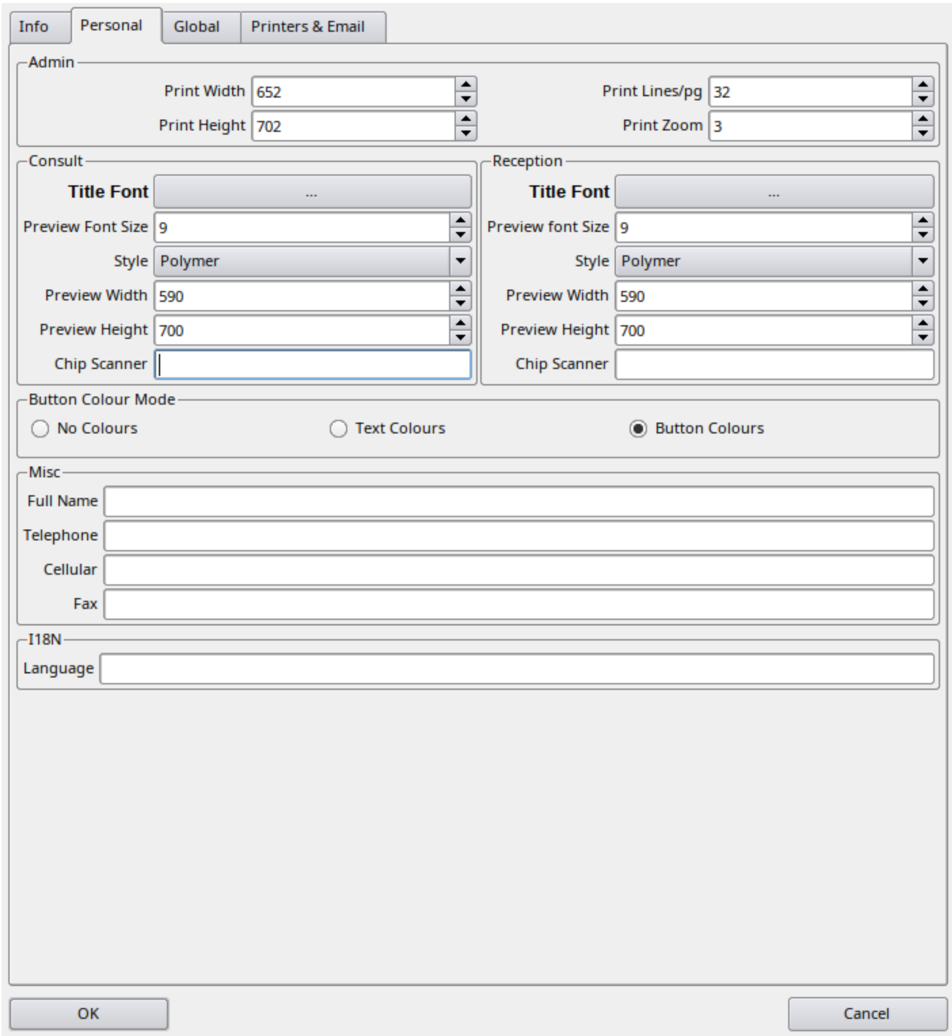
The **EMAIL** button will be enabled if the client has an email address, when pressed a copy of the document will be sent via email. If successful the preview will close. The **EMAIL** button behaves exactly as if the **PRINT** button had been pressed.

9 The Preferences Editor

This section introduces you to the preferences editor.

9.1 Personal Preferences

Figure 9.1: Personal Settings



The personal preferences affect only the appearance of the particular users environment and the selection of the transponder reader for patient identification.

Settings in the **Admin** group.

- **Print Width** controls the width in pixels of the report print preview dialogue.

- **Print Height** controls the height in pixels of the report print preview dialogue.
- **Pint Lines/pg** sets the number of lines to print per page for reports.
- **Print Zoom** sets the font size in the report print preview.

Settings in the **Consult** and **Reception** groups.

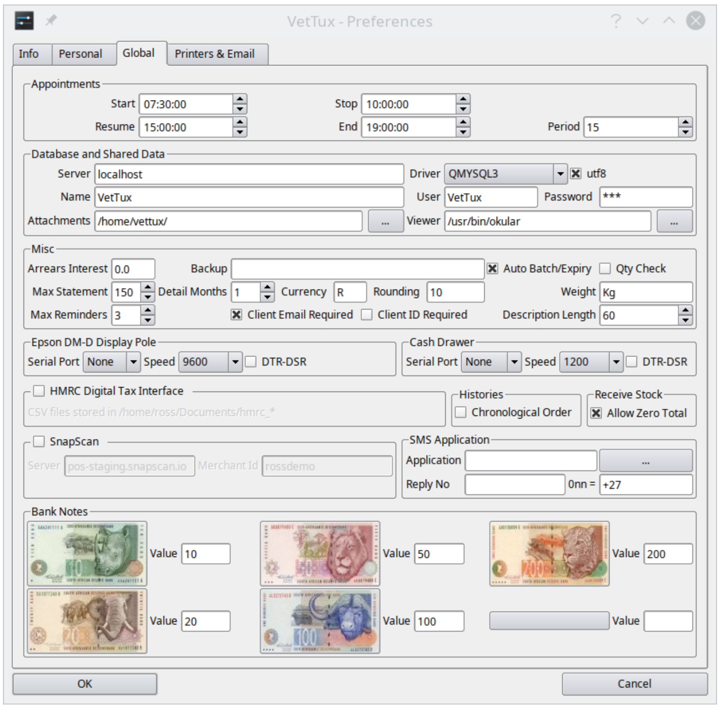
- **Title Font** selects the font used for field titles etc. in the GUI
- **Preview Font Size** sets the size of the font in the document previews and page printouts.
- **Style** allows you to choose various system GUI styles.
- **Preview Width** the width in pixels of the document preview dialogue.
- **Preview Height** the height in pixels of the document preview dialogue
- **Chip Scanner** the application that outputs the string from a pet scanning device.

Settings in the Misc group.

- **Full Name** is the name of the doctor as set on specimen submissions.
- **Telephone** is the phone number as set on specimen submissions.
- **Cellular** is the cell phone number as set on specimen submissions.
- **Fax** is the fax number as set on specimen submissions.

9.2 Global Preferences

Figure 9.2: Global Settings



Appointment settings control the start and stop times as well as the duration of appointments in your diary.

Database and Shared Data The database settings are usually set by the dbVetTux application they dictate the the type of server and its connection. The **Attachments** field is set to a shared directory/folder usually on the server. The integrity of this folder must be maintained as it is directly linked to the database. You should not manage any files or directories within this folder as VetTux will maintain them. We suggest using SAMBA in a mixed Linux/Windows environment or NFS in a pure Linux environment. You can also choose to use a Windows share or NAS mounted folder. The only criteria is that all clients on all stations need to have both read and write access to the shared folder. The **Viewer** field is used to select your default attachment viewer. We recommend *okular* on Linux and *File Viewer Lite* on Windows.

Misc settings include ...

Arrears Interest is the monthly interest in % charged for overdue accounts.

The **Backup** can be any command that will take a file and write it to a backup medium. The %1 is replaced with the backup file name you specify at backup time.

The **Auto Batch/Expiry** option can be enabled to have VetTux try extract the batch and expiry data for items dispensed from the system database.

The **Qty Check** option is used to control the behavior of the dispense panel when an item is found and enter is pressed, or an item is scanned. When set the quantity field will take focus, however when not checked, the item will immediately be added to the invoice.

Max Statement controls the maximum number of days overdue accounts receive statements before they are handed over for collection.

Detail Months the number of months of Invoice details to add to a statement.

Currency is used to set the symbol for currency on your printouts.

Rounding allows you to round down your invoices to the nearest cent in rounding value. For example to round to 10c intervals use 10, to round to the nearest Rand use 100

Weight the letters used to represent weight in your location.

Max Reminder controls the maximum number of reminders to send for vaccinations.

Weight is used to select the symbol for weight use in your location.

Client Email Required when set a new client can not be created without an email address.

Client ID Required when set a client can not be created without an identity number.

Description Length the maximum length of the description is a dispense category.

Allow Zero Total when set stock may be received using a zero value for the Invoice, this is not recommended and you should take the opportunity to update your stock system values.

Histories Chronological Order when set patient histories start with the latest entry, unset they start with the first entry.

Cash Drawer is used to select the serial port to which a cash drawer is connected.

SnapScan use these fields to add your SnapScan merchant details.

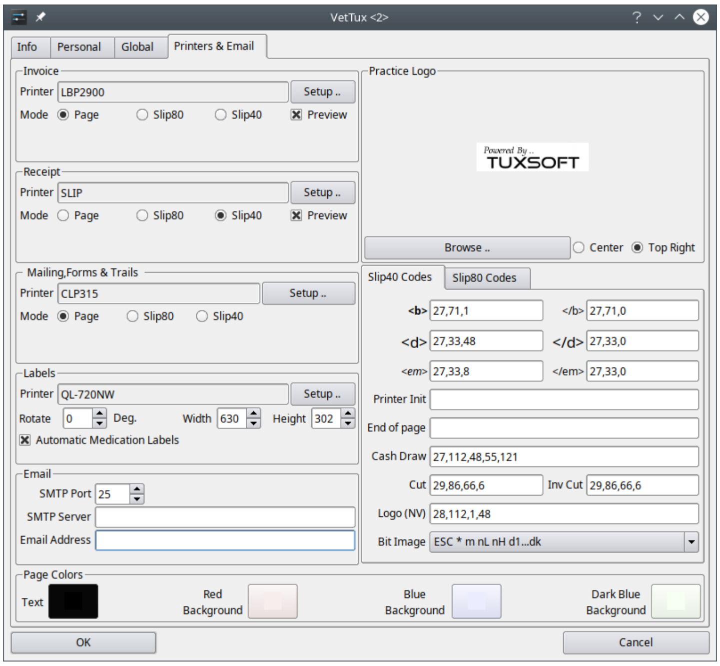
SMS Application The application field lets you choose the script to be used. Reply No is the phone number to add to your message since the bulk provider will not be your number. Onn= is used to replace the local Zero prefix with an international convention Eg. +27.

Bank Notes can be changed simply by clicking on the note or empty button, the Value field contains the value associated with the note.

9.3 Printers & Email

VetTux currently uses three printers. Physically these may all be the same printer or multiple printers at various locations.

Figure 9.3: Printer & Email Settings



The Invoice and Receipt printer are self explanatory and used to print Receipts and Invoices. The mailing printer is used to print all other customer documentation. Typically these documents would be posted to your customers. The print type can be changed during the preview as well as the destination printer. For example you could choose a virtual PDF printer for a report that you want to attach to an email for a 3rd party.

You may also choose to use a logo in your documents, you should only choose a logo that is of a reasonable size and aspect ratio, the system will try resize over sized logos. The actual printer configuration is system dependent, but should be familiar to most people.

The Label printer includes settings to rotate and resize the label to match your media and printer. For example should you have a DX220 you would choose to Rotate 90 Degrees, Width of 580 and a Height of 400.

The slip printer codes are used to implement **BOLD, DOUBLE SIZE** and *Emphasized* fonts on your ASCII printer. The values are a comma separated list of decimal values. The limitation is that we do not support the NULL or zero value, most printers only check the

LSB so using 48 is the same as using 0. The default values should support standard ESC POS printers. In the figure they are set for a Panasonic KX-P1150 printer, Epson LX-300+ is also a fair choice if you desire dot matrix printing.

In order to email documents to customers you need to be able to connect to a SMPT server, the Email settings allow you to choose the server and port number to connect with. TuxShop can not keep mail spooled waiting for an SMTP server. To use email the server must be on-line. In most cases we recommend using the "email relay application" as a link between VetTux and your email provider. (http://emailrelay.sourceforge.net/)

10 System Customisation

In this chapter we describe how you can customise various aspects of VetTux to suit your environment.

10.1 Adding Custom Sheets

It is possible to create customised sheets/forms for printing, these customised sheets take the same format as standard VetTux documents. Custom sheets must be placed into the custom/VetTux folder that typically resides under /opt/tuxsoft on Linux or C:\Program Files\TuxSoft on Windows or on 64bit Windows C:\Program Files(x86)\TuxSoft

A custom sheet usually consists of 3 components the Head, Item, and Tail, with an optional parameter file. Each of the three main components should have support for your printer setup, namely .html, .slip, and .slip40 to support page, slip80 and slip40 print modes. You can get away with creating only the set relating to the printer you plan to use.

10.1.1 Parsing Parameters

The parameter file must have the .hprm or .prm extension and contains the following formatted entries. The .hprm is used for Head parameters whilst the .prm is used for Item parameters.

parametrername=??Prompt String??Default Value is any ??

It is critical that the parameter name is only lowercase and has no spaces. For example if you required to include the heart rate for a horse into a document you might have an entry as follows.

heartrate=??Horses heart rate??40??

This would present a dialogue with a default value of 40 filled in, if no default was desired, you could simply use ..

heartrate=??Horses heart rate????

In your Item file you would reference the heart rate with <!–$heartrate–> so might have something along the lines of..

The heart rate of <!–$patient–> was found to be <!–$heartrate–> BPM

10.1.2 The sheet components.

The sheet consists of three parts as describe previously. The Head component usually contains your clinic, the client, and patients details. Any specific entries can be added to the Item component, and the Tail component will mostly be empty for sheets.

A good example can be got by simply copying one of the standard components from one of the system provided sheets.

10.2 Creating a new language

You can select the language that each user will have the VetTux GUI operate in from the Personnel page in the Preference editor.

Before a language can be chosen its message catalogue must be created. This process is not complex, but is rather time consuming. To create a new message catalogue or update an existing catalogue follow these steps.

1. Change directory to /opt/tuxsoft/i18n/VetTux
2. Check if a message catalogue for your locale exists, if so proceed to step 4
3. Copy each of the template file to the required name matching your locale. For example ..
   `cp i18n.ts af_ZA.ts`
4. Run the application 'linguist' and **open** the newly created 'ts' or existing catalogue file.
5. Add translations for all needed texts, **Save** and then **Release** your translations.
6. Select the new language in the Personnel page of the Preferences dialog.

10.3 Using the Alt Lang facility

When an client is flagged as being **"alt lang"** VetTux will attempt to print Invoices and Receipts using the alternate language documents. Before this can work you need to copy the Invoice and Receipt document templates into the
/opt/tuxshop/share/VetTux/alt/ folder

You must then edit the templates translating the text as required. In addition you should also choose the _a versions of all possible parameters.

Further more you must use admin and create translations for your SysInfo and Dispense fields. Yes you need to translate everything !

Note that the documents printed by VetTux are not influenced by the language selected for the GUI.

10.4 Customising your Documents

VetTux uses a versatile system for document printing. All documents are created from basic HTML 2.0 or ASCII templates. Note do not use Java or Java Script they are unsupported. These template are divided into three sections. **WARNING DO NOT USE WYSIWYG HTML TOOLS, USE ONLY A PLAIN TEXT EDITOR, USING MICROSOFT TOOLS OR EXTENSIONS WILL BREAK YOUR SYSTEM.**

HTML templates are used for page printing whilst ASCII templates are used for slip printing. The extensions to the template files are **.htm**l and **.slip** respectively.

1. The Head - this contains the title, the client and your address information, and the basic header for items to be added to the document.

2. The Items - this contains a repeatable section that is used to add items to the document.
3. The tail - this closes the document off and adds any footers required.

Data is replaced into the documents by searching them for $keywords embedded in standard HTML comments. For example <!–$date–> might be replaced with 2004-09-04

The existing documents are contained in ***/opt/tuxsoft/share/VetTux*** you can examine these an gain a clear idea of the principles used. You can also commission us at Tuxsoft to customise your documents to suite your requirements.

The following Documents are available, all have the format of Doc**Head**.html Doc**Item**.html and Doc**Tail**.html we do not recommend editing the Audit, Journal, Stock, Cashup or Monthend classes.

10.4.1 Document Head

Most document have the following keywords, remember to embed with <!–$**keyword**–>

Table 10.1: Invoice Head Keywords

Keyword	**Description**
logo	Image source for fancy logo
number	Document number
date	yyyy-mm-dd
acc	Clients account number
client	Clients name
postal	Clients postal address
postal1	line 1 of the client postal address
postal2	line 2 of the client postal address
postal3	line 3 of the client postal address
postal4	line 4 of the client postal address
postal5	line 5 of the client postal address
physical	Clients physical address
telh	Clients home phone number
telw	Clients work phone number
cell	Clients cell phone number.
email	Clients email address
patient	Patient name
birthday	Patient birthday

Table 10.2: Invoice Head Keywords cont.

Keyword	Description
breed	Patient breed
breed_a	Alt, lang breed
aline1	Address line 1
aline2	Address line 2
aline3	Address line 3
aline4	Address line 4
aline5	Address line 5
aline6	Address line 6
aline7	Address line 7
aline1_a	Alt Address line 1
aline2_a	Alt Address line 2
aline3_a	Alt Address line 3
aline4_a	Alt Address line 4
aline5_a	Alt Address line 5
aline6_a	Alt Address line 6
aline7_a	Alt Address line 7
altlang	Flag indicating alternate lang.

10.4.2 Invoice, Quote and Refund Item and Tails

The Item section is used repeatedly for each item in the document, whilst the tail is used only once at the end.

Figure 10.1: Invoice Item Keywords

Keyword	Description
quantity	The number of items
vet	The person who dispensed the item
description	The description of the item
description_a	Alt. description of the item
price	the price of the items(s)
uom	Unit of measure.
uom_a	Alt. unit of measure.
category	The category of the item
discount	The discount given
tax1	Y or N to indicate taxable
tax2	Y or N to indicate taxable

Table 10.3: Invoice Tail Keywords

Keyword	Description
tax1	Value in % of tax1
tax1name	Name of tax Eg. VAT
tax2	Value in % of tax2
tax2name	Name of tax Eg. GST
subtotal	Total excluding tax
tax1name_a	Alt name of tax
tax2name_a	Alt. name of tax2
invfoot1_a	Alt. invoice footer 1
invfoot2_a	Alt. invoice footer 2
cashier	Personnel who processed the invoice
tax1total	Total of tax1
tax2total	Total of tax2
total	Total including taxes
invfoot1	Invoice Footer as in SysInfo
invfoot2	Invoice Footer as in SysInfo

10.4.3 Receipt Item

The Receipt item the following keywords, remember to embed with <!–$**keyword**–>

Figure 10.2: Receipt Item Keywords

Keyword	Description
description	The description of the item
payment	The amount paid

Table 10.4: Receipt Tail Keywords

Keyword	Description
tender	Total amount tendered
change	Change due
outstanding	Outstanding amount on account
cashier	Personnel who processed this receipt.
date	Date when receipt was issued.
recfoot	Receipt footer as in SysInfo

10.4.4 Statement Item

The Statement Item has the following keywords, remember to embed with <!–$**keyword**–>

Figure 10.3: Statement Item Keywords

Keyword	Description
date	yyyy-mm-dd
description	The description of the item
amount	The value of the transaction

Table 10.5: Statement Tail Keywords

Keyword	Description
total	Total for the statement
current	Current balance
day120	120+ Day balance
day90	90 Day balance
day60	60 Day balance
day30	30 Day balance
statefoot1	Statement footer as in SysInfo
statefoot2	Statement footer as in SysInfo
statefoot3	Statement footer as in SysInfo
handed	Message if account handed for collection, blank if not.

10.4.5 Postcare Item

The Postcare Item has the following keywords, remember to embed with <!–$**keyword**–>

Figure 10.4: Postcare Item Keywords

Keyword	Description
patient	Patient name with first letter upper case
gender	her or him
genderp	she or he
genderpp	her or his
procedure	Description of procedure
exercise	Description of allowed exercise
diet	Special dietary requirements
checkup	Date selected for checkup
suture	Date selected for stitch removal
bandage	Date selected for bandage change
medication	Details entered in medication field
instructions	Details entered in special instructions field.

10.4.6 Slip and ASCII printers

There are a few very basic features that may be used when creating forms for your slip or ASCII printer. In the preferences editor you can define codes for BOLD on, BOLD off, Double Size on, Double size off, Emphasised on and Emphasised off text modes. Double size is a special case and is used for headings on slip printers, the syntax is <d>Title</d>.

We can recomend the Panasonic KX-P1150 printer, it runs in EPSON-FX850 emulation mode.

Table 10.6: KX-P1150 / Epson FX850 slip codes

BOLD ON	
BOLD OFF	

Here are some examples for an HP laser or deskjet.

Table 10.7: HP slip codes

BOLD ON	27,40,115,49,66
BOLD OFF	27,40,115,48,66
EMPHASIZED ON	27,40,115,49,83
EMPHASIZED OFF	27,40,115,48,83

An example of an Epson FX series printer

Table 10.8: Epson FX slip codes

BOLD ON	27,71
BOLD OFF	27,72
EMPHASIZED ON	27,69
EMPHASIZED OFF	27,70

An example for Epson ESC/POS slip printers

Table 10.9: Epson ESC/POS slip codes

BOLD ON	27,71,33
BOLD OFF	27,72,32
EMPHASIZED ON	27,69,33
EMPHASIZED OFF	27,70,32

Text justification

It is also possible to justify parameters to some extent in the slip templates, to left justify to a given with use the following format. **`[-38]<!--$client-->`** to right justify use the following format **`[38]<!--$aline1-->`**

So for example you template might include the line..

`[-38]<!--$client-->[38]<!--$aline1-->`

This would place the clients name on the left of the page and the name of your practice on the right.

Embedding Codes

You can also embed printer specific codes into your documents using the **`&code&`** facility. A common use would be in the tails of documents where one would like the printer to form feed the page. In this case we would simply use the code **`&12&`** at the end of out template.

Embedded codes have no effect on the preview dialogue.

Special Codes

A number of special codes can be used if appropriate, <CUT> will use the codes set in preferences to do a full paper cut, <ICUT> will use the codes set to do a partial cut. <LOGO> will use the codes set to print a stored logo on a slip40 printer. <SNAPSCAN> can be used in the tail of Invoices to print Snapscan QR codes on page and slip40 printers.

10.5 SMS Reminder configuration

10.5.1 Principles

VetTux spawns the SMS application specified in preferences, the application or script is called with three parameters. 1) the Number to call, 2) The message to send (URL Encoded) and 3) a unique message Id. Using these parameters and a config file it should be possible to build support for any SMS gateway.

Android_bogdan scripts assume your android device is known as "android" and is accessible from your local network. (Hint configure DHCP in your router) Note android_bogdan does not have any method to let you know if a SMS was successful or not.

10.5.2 Linux

In /opt/tuxsoft/bin are files relating to SMS reminders, bulksms, channelmobile, clickatel, android_bogdan, and smsconfig. Edit smsconfig and fill in your details. The URL entry is for android_bogdan.

10.5.3 Windows

In the install folder (usually C:\Program Files\Tuxsoft) you will find three files relating to SMS reminders, channelmobile.bat, bulksms.bat, android_bogdan.bat, and smsconfig.ini. Edit smsconfig.ini and fill in your details. The URL entry is for android_bogdan.

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11 Terminology

We will briefly explain some of the inconsistencies found in this manual.

- **VAT** this is used throughout the documentation but is actually the name associated with the system **Tax Name**.
- **client and client** are identical.
- **Accelerators** are key combinations that assist in fast navigation of a GUI without having to resort to using the mouse. Often accelerators are indicated by an underlined letter on a button, menu or label. In these cases the key combination is the ALT key in conjunction with the key associated with the underlined letter. In addition to these visible accelerators there may also exist invisible accelerators. Invisible accelerators are usually control key or function key based. For example **Ctrl+P** is often used in VetTux to activate the Process button, F4 is used to open a list of options available in any combination box.
- **Focus Navigation** is a term that is used to refer to the state of a GUI component such as buttons and entry fields. When an object has focus key presses are passed to that object. Therefor it is essential that in order to enter data into a given field, that field has focus. This is shown by a dark border around the object, or an I beam in a text field. Since the window manager is able to affect the way focus is handled in an application, it is not possible to define exactly how to get focus onto a specific object. In general you would click the mouse in the required text field. Often the TAB key can be used to cycle focus between the various objects shown in the GUI.
- **Combination Boxes** are often referred to as combo boxes or drop downs, there are two main modes of operation. You can navigate the list using the cursor (arrow keys) or by clicking the mouse on the down arrow button. Pressing key F4 will achieve the same result as clicking the mouse of the down arrow.
- **Toggle Buttons** are also known as check boxes or radio boxes and are commonly used to enable or disable options.

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Tuxsoft `http://www.tuxsoft.co.za`