STAR 2000™

**STAR FINANCIALS GENERAL
ACCOUNTING REFERENCE GUIDE
General Information Volume**

Preface

The *STAR Financials General Accounting General Information Volume* is written for all users of STAR Financials General Accounting products: Accounts Payable, General Ledger, Materials Management, Payroll/Human Resources and Human Resources Applicant Management. As a supplement to the other volumes of each product's reference guide, the book provides basic information about using the STAR Financials General Accounting systems.

Documentation Conventions

Documentation for McKesson's STAR 2000™ line of products follows these conventions:

Revisions
Text revisions are indicated by a change bar in the left margin. Paragraphs that contain grammatical changes that do not affect content are not marked.

Canadian Documentation
This volume may include documentation for Canadian users of this product. Complete sections of Canadian text are identified by "CN" and "CN Only."

Key Names
Named keys, such as ENTER, SHIFT, CTRL, and ALT, appear in this document in uppercase (capital) letters. Symbol keys display according to the key name, followed by the symbol on the key in parentheses, such as hyphen (-) and asterisk (*).

Key Chords
Key chords are key entries that require you to hold down one or more keys (typically, CTRL, ALT, or SHIFT) before pressing another key. In this document, key chords display as the names of each key in the chord with a hyphen (-) between each (for example, CTRL-ALT-DEL). You should press the keys in the order indicated.

ENTER
ENTER is a key on a computer keyboard used to complete an entry on a STAR system. (This key may also be referred to as NEW LINE or NL in the STAR system.)

Data Entries
Letters or words you enter in response to the system display in **boldface** letters in this document. For example: Enter **Y** for Yes or **N** for No.

Selecting an Entry
This document often instructs you to "select an entry." The method you use to select an entry depends on whether you are using STAR from a terminal or IBM-compatible personal computer. Entry methods include:

- Entering the option number

- Using your arrow keys to highlight the option and pressing ENTER

- Clicking on the option using a mouse or other pointing device (PC only)

For more information about these options, see the *General Information Volume*.

Prompts
System prompts display at the bottom of many STAR screens when the system requests an entry or displays a message. Prompts display in this document italicized and indented from the rest of the text. For example:

> *Enter patient name--*

Field Characteristics

STAR product documentation provides field explanation codes, in addition to a narrative description for each field on a screen. These codes display the maximum length of your entry in the field, the type of entry you make in the field, and whether the field is required. This information displays in the following format:

- DISPLAY ONLY for a field you cannot edit.

- For X-YY-Z field types, where:

  - X is the maximum number of characters permitted in the field:

    - P for a field length determined by a Parameter

    - T for a field length determined by a Table

    - U for a field having an Undefined length

  - YY is the type of entry technique permitted in the field:

    - A for Letters only

    - N for Numerals only

    - C for Characters (including punctuation)

    - AC for Letters and Punctuation only (no numbers)

    - NC for Numerals and Punctuation only (no letters)

    - AN for Numerals and Letters only (no punctuation)

  - Z is the requirement indicator of the field:

    - R if an entry is required to complete the function

      NOTE: Facilities can designate that certain fields be Required. STAR product documentation does not display R for fields designated as Required by a facility.

    - O if an entry is Optional to complete the function

    - C if an entry is Conditionally required or optional

  - For YY-Z field types, where YY is:

    - TABLE LOOKUP for a field that enables you to select from a displayed table. See the *General Information Volume* for more information regarding this entry technique.

    - SPECIAL FORMAT for a field having data entry requirements not conforming to standard format. The field definition contains the specific data entry requirements for the field.

    - DATE for a field subject to the date entry conventions described in the *General Information Volume*.

    - TIME for a field subject to the time entry conventions described in the *General Information Volume*.

    NOTE: For use of the Z position in this format, refer to the explanations for Z under X-YY-Z.

Table of Contents

Appendix A - USER PREFERENCES

Table of Illustrations

Introduction

The *STAR Financials General Accounting General Information Volume* is written for all users of STAR Financials General Accounting products: Accounts Payable, General Ledger, Materials Management, Payroll/Human Resources and Human Resources Applicant Management. This volume describes the various components of the base STAR Financials system. As a supplemental guide to the other volumes of each product's reference guide, the book introduces you to the computer environment while explaining the flexibility of information entry and retrieval.

In an effort to provide solutions for the needs of enterprises with multiple financial business units, the STAR system supports a maximum of 26 entities in the General Accounting applications. In addition, clinical/financial information can be viewed and used across all facilities in the hospital.

The *STAR Financials General Accounting General Information Volume* contains the following sections:

Chapter 1: Using STAR Financials

This chapter explains data entry techniques and system functionality that are common to all STAR Financials applications.

Appendix A: User Preferences

This appendix contains information about user preferences such as setting up and maintaining menus and mnemonics, assigning function keys, selecting menu types, and selecting colors for your monitor screen.

Chapter 1 - USING STAR FINANCIALS

STAR Financials General Accounting Reference Guide - General Information Volume
October 2011   *Release 17.0*   *1–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

DATA ENTRY TECHNIQUES

This section provides information and guidelines for entering and accessing data in the STAR Accounts Payable system.

Prompt Line

Read the prompt displayed at the bottom of each screen for instructions and/or prompts before entering information. The prompt line is a brief statement explaining what you can do at a particular point in the system. You can select a menu option, display a set of tables, complete a screen field, etc.

ENTER Key

The ENTER key submits the data entered at the prompt. (This key may also be referred to as NEW LINE or NL in the STAR system.) The ENTER key should be pressed only once to accept the entered data. An Invalid Format error message displays beneath the prompt if you enter an incorrect format (for example, if a date should be entered in the format 030186 rather than 3186.)

If the data entered completely fills the field, it is not necessary to press the ENTER key. The data is accepted automatically, and the cursor moves to the next field.

DEL (Delete) Key

Use the DEL (Delete) key to remove errors made while entering data.

Cursor

The cursor identifies where you are on the screen. The cursor can be a flashing or non-flashing dash or block. It can be changed by pressing the CURSOR TYPE key on the keyboard.

Default Values

Many fields on screens have default values associated with them. The default value is easily identifiable because it appears on the prompt line in [] brackets. Press ENTER without keying any data to accept the default value. Default values eliminate unnecessary keystrokes. Once you press the ENTER key, the system enters the default value in the field, and the cursor moves to the next blank field on the screen.

Table Lookup

Many system prompts include the table lookup feature, which displays a table of items after you enter a hyphen (-). Then you can select an item from the list. Whenever you enter a hyphen (-) to select from a list and the list is more than one screen in length, the system displays the following prompt:

> *Enter choice--   next pg (/ or PG DN) Search (TAB)*

To page through the information, enter a slash (/) or press the Page Down key.

To perform a search, press the Tab key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver finds the first entry that matches the string of characters.

To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

For more information, see "TABLE LOOKUP" on page 1-8.

Revising Incorrect Data

To revise incorrect data that has been accepted, enter a slash (/) and the appropriate field number you want to revise (for example, /4 to revise field 4). Once the cursor returns to the appropriate field, the system prompts you to enter new data. If you enter a slash (/) followed by a field number, after editing that field the cursor moves to the next empty field on the screen. By entering two slashes (//), the previously entered data is moved to the prompt line so you can edit the data on free-form fields. The Right and Left Arrow keys located on the numeric pad keys move the cursor to the right or left on the prompt line. The Up Arrow key allows you to insert characters in the data, and the Down Arrow key deletes characters. If you do want to edit an existing answer, enter the new response and it overwrites the old one.

Some fields are free-form. A flashing vertical bar (|) to the right of the prompt indicates the maximum length of the data field. You can enter data up to the flashing bar.

Exiting a Screen

If you do **not** want to enter data or select one of the choices, press period (.) ENTER in response to a prompt. If you enter period (.) while located in a screen, a question displays asking what field you want to edit. If you are not located in a screen and you enter period (.), you are returned to the previous prompt. If you are adding data on a Scrolling screen, (a screen with "F1Prev Page, F2Next Page, F3 Insert, F4 Delete, F6 Reset, F7 Exit   ?" displayed at the bottom) and you press period (.) ENTER, all data you have entered since the last time that screen was saved, using the F7 Exit function, will be erased from the screen.

To save the newly entered data, you must press F7 and respond Yes to the "Accept this screen?" prompt in order to get the "Filed!" message, indicating the data you added was saved.

Accepting or Rejecting Data Entered on a Screen

After the appropriate fields on a screen are entered, the system displays the following prompt:

Accept this screen? (Y/N) [Y]—

Verify that all the information on the screen is correct. Pressing ENTER accepts the data. If N (for No) is entered, the system prompts you to select the appropriate field number to edit:

Enter field number or '/'starting field number—

If you enter the field number only, the system allows you to edit that field, then returns to the Enter field number prompt. If you enter a slash (/) followed by a field number, after editing that field the cursor moves to the next empty field on the screen. If you press ENTER, the Accept this screen prompt displays. If you want to exit the screen without saving the information you just entered, enter a period (.).

If no empty fields exist, the system prompts you with:

Accept this screen? (Y/N) [Y]—

NOTE: It is very important that you respond to this prompt with Yes or No. If you enter a slash (/), which takes you to the next page, and you did not respond to this prompt, the data is lost and will have to be re-entered. If the default is Y for Yes, press ENTER to accept the screen.

When saving field changes or entering new field information on any type of screen, the "Filed!" message indicates that the data you entered has been saved. If you do not want to retain the information you have added, or the changes you have made, press period (.), ENTER.

PERFORMING MULTIPLE PROCESSES

If you are accessing the STAR system from the Microsoft® Windows® operating system and running the McKesson WEM product, you can simultaneously run an additional process from your workstation, using the function branching feature. Branching is available for character-based activities.

Using this feature, you can branch from one system process, even from the middle of an entry to a system prompt in that process, to another system process. The STAR system freezes everything in the function from which you initiated the branch, so that when you exit the branched function the system returns you to the initial process. Any field entries you had made before the branch are still in place. In fact, if you were in the process of typing an entry to a field, the portion of the entry you had typed remains; you can finish typing the entry and press ENTER as usual.

NOTE: Function branching is not available during the following processes:

- Menus

- Tables

- Information Windows

- Help and print screens

- Up/downloads

- File/report WEMGraph

- External programs such as MultiSTAR backups and STAR Pharmacy MICROMEDEX Interface

To branch to another process from a STAR system screen, press CTRL-G. If you attempt to branch to another level, the following error message will display:

Number of branch levels (Max n) has been exceeded.

If there are not enough jobs available for this function branch, the following error message displays:

Insufficient job resources for this function branch. Please retry later.

If you have function keys set up for mnemonics on your system, the system displays a menu of function keys for mnemonics on your system. If you do not have function keys set up for mnemonics on your system, this menu does not display.

The system displays the following prompt:

Enter mnemonic, `-` to list or press function key--

From this prompt, you can branch to any function or menu for which you have created a mnemonic by:

- entering the mnemonic code

- entering a hyphen (-) to display and select from a list of mnemonics

- pressing the function key assigned to the desired mnemonic

When you identify the mnemonic for the process to which you want to branch, the system displays the first screen of the function or menu, as appropriate. The system continues to display the function branch level number, 1.

When you exit level 1, the system removes the function branch level number display and returns to the originating function.

TABLE LOOKUP

Many STAR Financials transactions are table-driven allowing you to enter data quickly by eliminating unnecessary keystrokes.

1. When the cursor is at a field associated with a table, the prompt reads:

    Enter table code--

    Your response to this prompt can be in one of the following forms:

    *   If you know the code, enter it.

    *   Enter a hyphen (-) to display the entire table. When the item you selected displays, enter the corresponding option number. The option number is not a table code, but a number to identify the selection. If the item you want is not displayed, enter slash (/) to view the next page, or enter slash-P (/P) to view the previous page.

    *   A table entry can be made with a code or an alpha description of that code.

        Since many new users are not familiar with the description codes, it is more advantageous to perform an table lookup. The table search for an entry can be limited by entering the first few characters of the description followed by a hyphen (-). For example, to display Medicare in the Insurance Table, type MED- and press ENTER. All table entries beginning with MED appear for selection. After the item is selected, its description displays in the field on the screen, often with its code to the left. This code can be used on future entries to eliminate the need to view the table selections.

        Enter table code--

    *   Whenever you enter a hyphen (-) to display the entire table and the table is more than one screen in length, the following prompt displays.

        Enter choice--   next pg (/ or PG DN) Search (TAB)

        To perform a search, press the Tab key to enter into Search mode. Enter a string of characters on which to search. The search always matches letter for letter starting in column one of the table display. Precede the search string with an asterisk (*) to cause the search to look for the string anywhere in the display. The table driver will find the first entry that matches the string of characters.

        To return to Select mode, press the Tab key again. Then you can enter the number of the entry you want to select.

- If more than one item can be selected from a table, the heading line for the table displays ##=Current choices on the right. You can enter one number or a range of numbers (for example, 1,3,5-7). The numbers are highlighted next to their descriptions, and the prompt allows you to either enter more selections, or go to another page if one is available.

  After completing your selections, press ENTER again. If you want to remove a selection already made, enter a hyphen (-) followed by the item you wish to delete. After you press ENTER, the item is no longer highlighted.

- In some cases the desired code or description may not be found in the table. Some tables have an override capability. In the case of an override, press hyphen (-) and enter the override description immediately following. The override description you entered displays without the hyphen (-). If overrides occur frequently, you can add new table entries. If an override is not allowed and is entered, then the system displays an error message.

2. When completing a table entry or edit, the system also prompts you to delete the table entry or receive a printed list. To delete a table entry, access the table, press ENTER, and enter Yes at the prompt to delete (N).

   If you want a printed list of all table entries, enter Yes at the prompt. The list prints on the printer designated for this purpose by your STAR Financials Coordinator.

Reactivating a Deleted or Inactive Code

If a code is deleted from a table (by entering Y to delete and Y at the File as deleted prompt), and you later decide that it should not be deleted, you can reactivate it by re-entering it at the prompt. If you no longer remember the code, you can print a report of the table and choose Y for Yes to the Include entries filed as deleted? prompt. The report will print all codes, including those that have been Filed as Deleted. There is no time limit on how Filed as Deleted codes remain in the system. If you enter N for No at the File as deleted prompt, the code cannot be reactivated.

DATA ENTRY CONVENTIONS

Press or Enter...	Result...
M, E, D or F	When M is entered at the STAR Bulletin Board, the system displays the CRT's Main Menu. During training, E (for Education ID) is the sign-on key. If Physician's Registry is install ed, D is used to sign-on to the system. F is the sign-on for STAR Financials. Other sign-on keys can be used as well; or example, P for Pharmacy or N for Nursing.
Prompt	A reverse video band located at the bottom of the screen that tells you what data to enter into the system.
Delete (DEL)	The Delete key erases errors typed into the prompt before an entry is accepted at a field.
Erase EOL	Deletes all characters keyed into the prompt from the cursor to the end of the line.
NEW LINE (NL)	See ENTER.
ENTER	Pressing the ENTER key submits data that has been keyed. Default values are displayed in brackets ([ ]) on the prompt. Press ENTER without keying any data to accept the default value. (This key may also be referred to as NEW LINE or NL in the STAR system.)
/	Advances to the next screen or page.
/P	Advances to the previous screen or page.
Period (.)	Backs out of the system step by step, with the STAR Bulletin Board as the last step.
//	Moves previously entered free-form data to the prompt to be edited.
#	Moves the user back to the original sign-on menu from another menu.
/./	Backs out of the system, directly to the Bulletin Board.
/4	Moves cursor to field #4 on a screen and to all subsequent empty fields on that screen.
4	Moves cursor to field #4 on a screen and then returns to the prompt.
Dash (-)	Displays all entries in a table.
AD-	Displays all table entries beginning with AD; used to narrow a table search.
T or N	Displays today's date - the date now.
N	Displays today's time if you are in a time field.
T+1, T+20,T20, N+1, N+20, N1, N20	Displays the date for tomorrow, twenty days from today. Can be entered with or without the +. Also use N to display the time. N+20 displays the time 20 minutes from now.

Press or Enter...	Result...
T-1, T-2	Displays the date for yesterday, two days ago.
N-1, N-2	Displays the time one minute ago, two minutes ago.
N or T	Displays the current time (now).
N+15, N+60, N15, N60, T+15, T+60, T15, T60	Displays the time fifteen minutes from now, and one hour from now. Can be entered with or without the + (plus sign).
N-15, N-60, T-15, T-60	Displays the time fifteen minutes ago, and one hour ago.
MMDDYY	One format for dates (month, day, year -- each in two figures). No salshes or dashes are necessary.
M/D/YY	When punctuation is used to enter dates, month and day can be single digits if appropriate. Use any punctuation, for example M.D.YY is the same as M/D/YY.
M/DD/YYYY	Enter the full year if it is not 1900.
M/D, MM/DD, MMDD	If the date being entered is the current year, it is not necessary to enter the year.
[Default value]	Default values are displayed in brackets on the prompt. Press ENTER to accept the default value.
?	Displays Help Text for a function menu or field. The hospital is responsible for writing and keying the Help Text.

FUNCTION KEYS

In certain fields, the system provides a series of function keys displayed at the bottom of the screen. The function keys displayed on the prompt line below correspond with the function keys on your keyboard.

F1Prev Page F2Next Page F3 Insert F4 Delete F6 Reset F7 Exit   ?

The following is an explanation of the functions provided.

F1 PrevPag   Moves the cursor to a previous screen page.

F2 NextPage   Moves the cursor to the next screen page.

F3 Insert   Inserts a blank line above the line the cursor is on. When you insert a blank line, the appropriate code can be entered or you can use the hyphen lookup procedure to find the code you need.

F4 Delete   Deletes the line on which the cursor is on.

F6 Reset   Resets the line on which the cursor is on by erasing data which you just entered.

F7 Exit   Saves the current data entered in this field, and exits the field.

?   Displays Help Text for a function menu or field. Once pressed, the help function remains active as you move from column to column (on some screens) entering data in a particular field.

TEXT EDITOR

Various applications and utilities use the text editor to enable you to enter and edit free form information. The text editor screen limits data entry to a maximum of 75 characters across and 17 lines down:

```
              1         2         3         4         5         6         7
     1234567890123456789012345678901234567890123456789012345678901234567890123456789012345
 01|                                                                         |
 02|                                                                         |
 03|                                                                         |
 04|                                                                         |
 05|                                                                         |
 06|                                                                         |
 07|                                                                         |
 08|                                                                         |
 09|                                                                         |
 10|                                                                         |
 11|                                                                         |
 12|                                                                         |
 13|                                                                         |
 14|                                                                         |
 15|                                                                         |
 16|                                                                         |
 17|                                                                         |

   F1            F2            F3       F4     F5           F6          F7     F10
   Delete Line   Insert Line   Center   Exit   Store Line   Restore Line   Pack   Help
```

Even though this example shows the maximum of 75 columns across and 17 lines down, a particular utility or application may use less than this.

The text area is outlined by the line numbers on the left and each line ends in a vertical bar (|) on the right. Each vertical bar serves as an end-of-text marker for the line of text. Column headings display across the top of the text edit area and certain function keys and their use display across the bottom of the edit area. The cursor is initially located at the HOME position (the top left corner of the edit area).

Text Editor Function Keys

The following keys perform special functions within this text editor:

ANSI or DEC VT Terminal Keys	Data General Terminal Keys	Function
F6	F1	Delete the current line (indicated by the cursor location).
F7	F2	Insert a line at the cursor location and move all listing lines down by one.
F8	F3	Center the current line of text on the screen.
F9	F4	Exit the editor function.

ANSI or DEC VT Terminal Keys	Data General Terminal Keys	Function
F10	F5	Copy the current line into a save buffer to be used for later retrieval into another location in the editor (see **F6**).
F11	F6	Place the line in the save buffer into the editor area at the line containing the cursor (see **F5**).
F12	F7	Pack text beginning at the cursor to the end of the text area, terminating at the first blank line encountered. The text is packed by placing one space between each word.
F13	F10	Display help screens for the supported function keys. Move the cursor up one line, maintaining the current column.
Down Arrow	Down Arrow	Move the cursor down one line, maintaining the current column.
Right Arrow (->)	Right Arrow **(->)**	Move the cursor one column to the right
Left Arrow (<-)	Left Arrow (<-)	Move the cursor one column to the left.
DEL	DEL	Delete the current character, closing the line to the left (destructive backspace).
N/A	ERASE EOL	Erase from the cursor to the end of the current line.
N/A	ERASE PAGE	Erase the entire text area.
TAB	TAB	Move to the next tab position (every 10 characters).
N/A	SHIFT/ Right Arrow (->)	Insert one character.
N/A	SHIFT/ Left Arrow (<-)	Delete one character.
N/A	HOME/ (->)	Move the cursor to last character on the Right Arrow
N/A	HOME/ Left Arrow (<-)	Move the cursor to first character on the line.
N/A	HOME/ Up Arrow	Move the cursor to top line, maintaining the current column
N/A	HOME/ Down Arrow	Move the cursor to bottom line, maintaining the current column.
N/A	HOME/HOME	Move the cursor to the HOME position (top left corner).

NOTE: There are two ways to exit the text editor:

- Press the appropriate key to exit. On Data General keyboards, press the **F4** key. On ANSI or DEC VT keyboards, press the **F9** key.

- Enter data in the bottom right position of the screen. This means that if you begin entering text at the HOME position and continue until the entire text area is full, the editor function stops once you reach the bottom right corner of the screen.

HELP TEXT FOR DATA GENERAL DUMB TERMINALS

The help text procedure used by STAR Financials is practically identical to that used by STAR Patient Care. Entering a question mark (?) at any point in a transaction displays whatever help text has been entered for that transaction.

NOTE: This form of help is not the same as the help files attached to STAR GUI applications.

In STAR Financials, entering a slash mark followed by a question mark (/?) displays help text for each aspect of a transaction. For example, if you are entering a follow-up schedule, enter **/?** to display help text for each component in the sequence.

Refer to the Help Text topic in the *STAR Patient Care Reference Guide General Information Volume* for more information.

MENU AND SCREEN CONVENTIONS

The STAR Financials General Accounting (and Patient Accounting) systems' menus can be defined by the user. The main menus and submenus display differently within each hospital, depending on how they are defined during the installation procedure. Additionally, the system displays differently on each CRT in your hospital depending on the security set up by your STAR coordinator. Therefore, in this documentation menu screens have been limited to avoid confusion.

When selecting an option from a menu, it is referred to by the option name rather than an option number. This is because what may be Option 1 for your hospital may be Option 3 for another hospital's system.

Scrolling Screens

On some fields, the data is entered and edited through use of the regular keys as well as the function keys. These fields are displayed (in a 6-column format) so that they scroll upward as you enter new lines of data. For more information, see Payroll/Human Resources Function Keys in this chapter.

COMMON ERROR MESSAGES

Following are examples of some common error messages and what each message means:

Error: Field required !

This field cannot be left blank. Enter an appropriate response, or, if you wish to exit, enter either **/./** (to sign off) or a period (.) followed by the ENTER key to move to previous menu.

Error: Invalid format for this field!

The entry does not conform to the format the system required (an alphabetic response in a numeric field, for example). Re-enter the information in the correct format.

Error: Not on file!

The data you entered does not exist.

Error: Entry out of range !

The option you selected from this screen is not on the menu. For example, a 6 is entered when only five choices are listed.

Field 2 is required! Continue editing? [Y]--

This message displays after you attempt to exit the screen without entering information in a required field. If you respond with Y to the prompt, the system takes you to the field where the entry needs to be made. If you enter N at the prompt, the system will take you to a previous menu.

SPOOLER

For more information about the functions associated with the STAR system spooler, refer to the following documentation:

*   *MultiSTAR Software Environment Operations Guide*, and

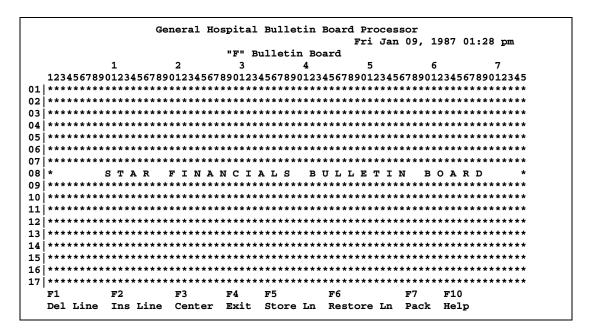*   the Reports Chapter or Volume for each STAR Financials application.

BULLETIN BOARD

The Bulletin Board displays on all CRTs when you sign off. The hospital can use the Bulletin Board to communicate upcoming hospital-wide events, reminders, or activities.

From a menu containing this option, enter C to create a new bulletin board, E to edit the existing bulletin board, or D to delete the existing bulletin board. The bulletin board can be up to 75 characters wide by 17 lines long. A separate bulletin board can be set up for each sign-on key.

The word processing functions displayed at the bottom of the screen correspond to the function keys on the CRT keyboard.

The following is an example Bulletin Board:

```
                    General Hospital Bulletin Board Processor
                                         Fri Jan 09, 1987 01:28 pm
                              "F" Bulletin Board
           1         2         3         4         5         6         7
      1234567890123456789012345678901234567890123456789012345678901234567890 12345
   01|*****************************************************************************
   02|*****************************************************************************
   03|*****************************************************************************
   04|*****************************************************************************
   05|*****************************************************************************
   06|*****************************************************************************
   07|*****************************************************************************
   08|*       S T A R    F I N A N C I A L S    B U L L E T I N    B O A R D     *
   09|*****************************************************************************
   10|*****************************************************************************
   11|*****************************************************************************
   12|*****************************************************************************
   13|*****************************************************************************
   14|*****************************************************************************
   15|*****************************************************************************
   16|*****************************************************************************
   17|*****************************************************************************
      F1        F2        F3      F4     F5        F6          F7     F10
      Del Line  Ins Line  Center  Exit   Store Ln  Restore Ln  Pack   Help
```

SEND MESSAGE

The Send Message function allows you to send a free-form message from any system CRT to one or more system printers on the same CPU. The Send Message function is included on all system sign-on menus.

After selecting this function, the following screen displays:

```
                    General Hospital Send Message Processor
                                         Tue Aug 05, 1986 04:11 pm

 SEND MESSAGE
 ( 1) Printers      :
 ( 2) Patient       :
 ( 3) Initials      :
 ( 3) Message       :

                        |    MESSAGE TEXT (144 CHARACTERS)    |
                        |                                     |
                        |                                     |
                        |                                     |




 F1          F2          F3      F4          F5
 Del Line    Ins Line    Done    Del Char    Ins Char
```

Field Explanations

PRINTERS (1-A-R)
Enter the specific printer(s) you want to receive the message, or enter an A for the message to be sent to all available printers. This field is table-driven. Enter a hyphen (-) to view the printer choices. If you want more than one printer to receive the message, enter the desired printer codes separated by a comma (,) (for example, 1E,AD1,3S). The printers that are displayed on the screen for each CRT and the ability to send a message to all printers is controlled by the CRT Table.

PATIENT (TABLE LOOKUP)
This is an optional field used if the message refers to a specific patient. Select the patient by using the Name Inquiry function. The following prompt displays:

   Enter acct #, first chars of name, '=' for same patient--

To skip this field, press ENTER.

INITIALS (3-A-R)
Your initials are entered or displayed by the system.

MESSAGE (144-C-R)
Enter the message you want to send. This is a free-form field which enables you to send a message of up to 144 characters (divided into four lines). The message displays in the middle of the screen as you enter it.

The word processing functions displayed at the bottom of the screen correspond to the function keys of your CRT keyboard. They enable you to:

> **F1**   Delete lines
>
> **F2**   Insert lines
>
> **F3**   Exit the transaction
>
> **F4**   Delete characters
>
> **F5**   Insert characters

After accepting this screen, the message prints at the selected printers.

NOTE: This function is used for CRTs and printers connected to the same CPU (central processing unit). If, for example, STAR Financials and STAR Patient Care are located on separate CPUs, you cannot send a message from a CRT on STAR Patient Care to a STAR Financials printer.

CHANGE STATION ID

The Change Station ID function allows you to access another CRT station's screens and data. This function is secured and available to only those users specified by the hospital when setting up security in the system. For example, a Data Processing employee may need this function to correct system problems for specific CRT stations, or a nursing administrator may need this function to access information from the different CRT Nursing stations in the hospital.

After you select this function, the system prompts you to either enter the abbreviation of the new CRT you want to access or enter a hyphen (-) to bring up a display of all the CRT names (stations) available. Following is an example of a table display from which you can select a CRT station:

```
                  General Hospital Change Station ID Processor
                                              Mon Jul 11, 1988 02:35 pm
Page:01                              CRT Names
( 1) 1E-1 EAST                         (19) AD2-ADMITTING B
( 2) 1M-1 MAIN                         (20) BO-BUSINESS OFFICE
( 3) 1N-1 NORTH                        (21) CIC-CARDIAC INT CARE
( 4) 1S-1 SOUTH                        (22) CAR-CARDIOLOGY
( 5) 2E-2 EAST                         (23) COL-COLLECTION OFFICE
( 6) 2M-2 MAIN                         (24) CP-CASH POSTING
( 7) 2N-2 NORTH                        (25) CSR-CENTRAL SUPPLY
( 8) 2S-2 SOUTH                        (26) CCU-CORONARY CARE UNIT
( 9) 3E-3 EAST                         (27) DP-DATA PROCESSING
(10) 3M-3 MAIN                         (28) FIN-STAR FINANCIALS
(11) 3N-3 NORTH                        (29) DTY-DIETARY
(12) 3S-3 SOUTH                        (30) DOC-DOC REG PC (MEF)
(13) 5E-5 EAST                         (31) EEG-EEG
(14) ADT-ADMITTING-GEN. TEST           (32) ERN-ER NURSING
(15) ADM-ADMITTING A (I)               (33) ERG-ER REGISTRATION
(16) ADP-ADMITTING A (P)               (34) INF-INFORMATION DESK
(17) AD3-ADMITTING A&B                 (35) ICU-INTENSIVE CARE UNIT
(18) ADS-ADMITTING A&B (S)             (36) LD-LABOR & DELIVERY


Enter choice--
                              next page(/)
```

After you select the new CRT station, the menu assigned to that station displays.

To return to your original menu, press ENTER.

CHANGE YOUR SECRET CODE

This function enables you to change the secret code assigned to you as a STAR system user. Access to this function is based on your security level.

Once this function is selected, the system displays your user name and asks you to enter your current secret code. As the letters or numbers are entered, they do not display on the screen. After your code is entered, the system prompts you to enter your new secret code. Entering the code updates the security files and completes the transaction.

Whenever necessary, you can change your Secret Code using the Change Your Secret Code function. When you select the Change Your Secret Code option from the main menu, one of the following prompts displays depending on whether you are a STARBASE user or MultiSTAR (MSE) user.

For Users of the McKesson STARBASE Operating System

The following prompt is displayed for STARBASE users:

Enter current secret code--

Follow the steps in the Procedure section to change the secret code.

For Users of the McKesson MultiSTAR for Multiple Platforms

The following prompt is displayed for MultiSTAR users:

Edit secret code for (A)pplication or host (O)perating system--

Choose the secret code you want to change:

- Enter **O** when you want to change your operating system password.

   The function to change the password for your operating system is displayed. If any of your entries do not follow the password change guidelines for your operating system, the appropriate error message is displayed. At the *Press NL--* prompt, press ENTER to return to the previous screen. Refer to your operating system's reference guide for more information.

   NOTE: You cannot change your operating system password until ALLSTAR SignOn is active. If ALLSTAR SignOn is not active, the previous prompt does not display and you do not have the option of changing the operating system password. Instead, a prompt is displayed to change the secret code for the STAR application.

- Enter **A** when you want to change the secret code for the STAR application.

The following prompt is displayed:

Enter current secret code--

Follow the steps in the Procedure section to change the secret code.

Procedure

Once this function is selected, the system displays your user name and prompts you to enter your current secret code. As the letters or numbers are entered, they do not display on the screen. After your code is entered, the system prompts you to enter your new secret code. Entering the code updates the security files and completes the transaction.

To keep a secret code effective, the system considers it valid for a limited time and automatically requests that it be changed by its user periodically. When a code is updated, the system drops the previous code from memory and recognizes only the newer code as a valid sign-on identification.

Updating a secret code takes only a few seconds. Updating can be done at any time, but must be performed immediately once the valid period has expired. Otherwise, you cannot sign on to the system. Attempts to use an outdated secret code cause the system to display an error message.

If your secret code has expired or you are signing on for the first time, enter your ID code and current secret code. The following prompt is displayed:

Enter 'NEW' secret code--

Secret code outdated!

Enter your new secret code.

To change your secret code without being prompted, complete the following steps when you sign on:

1. Enter your ID code.

2. Enter your secret code followed by a colon (**:**) and your new secret code.

or

1. Enter your ID code.

2. Enter your secret code, followed by a colon (**:**).

The system displays the new secret code prompt.

3. Enter your new secret code.

For more information on this function, see the *ALLSTAR Signon User's Guide*.

STAR Financials General Accounting Reference Guide - General Information Volume
1–26   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

VERIFY YOUR SECRET CODE

This function is used to identify the secret codes of all system users. Access to this function is based on your system security level.

When this function is selected, the system prompts you to enter the system ID number, the employee number, employee last name or display a list of all employees using the system. When an employee is selected, the system displays the secret code for this employee in this format:

*Secret code for Smith,Mary is **100***

Pressing ENTER enables you to select another employee or exit the function.

DOWNLOAD REPORT MAINTENANCE

The Download Report Maintenance option provides the ability to specify which reports an employee can download to a PC using WEM or STAR Navigator.

NOTE: The Download Report Maintenance option is available with STAR application release 15.1 or later. New download functionality is available with MSE release 5.10 or later and WEM 2.01 or later.

When you select the Download Report Maintenance option, the system performs a check for ALLSTAR SignOn. If ALLSTAR SignOn is not implemented, the system displays the following message:

Function available with ALLSTAR SignOn!

If ALLSTAR SignOn is implemented, the system displays the following prompt:

Enter ALLSTAR ID code, `*`employee number, last name `-` to list--
    use `%`last name followed by `-` to see ALLSTAR employee list

You must select an employee defined for the product from which the function is being executed and for ALLSTAR SignOn. If the selected employee is not defined for ALLSTAR SignOn, the system displays the following message:

Error: No ALLSTAR record for 279

If the employee is not defined for the current product, the system displays the following message (where C is the appropriate application code):

Error: No C application record for 01215

If the employee is defined for both ALLSTAR SignOn and the product, the following Download Report Maintenance screen is displayed:

```
                General Hospital Download Report Maintenance Processor
                                                   Thu Mar 21, 1996 10:45 am
Download Report Mapping
1 Employee Name                    2 Employee ID Number
  White, Alice                       13444
3 Download at Logoff               4 Last Edited By
  Enabled                            Green, John on 03/19/96 1347
5 Report Name/Wildcard  Description              Primary
  1500B                 1500 Claims Facility B   Yes
  GM-                   Testing                  No







  Enter field number or '/' starting field number--
```

Field Explanations

1. EMPLOYEE NAME (DISPLAY ONLY)
This field contains the selected employee's name.

2. EMPLOYEE ID (DISPLAY ONLY)
This field contains the selected employee's ID code.

3. DOWNLOAD AT LOGOFF (1-A-R)
This field is used to enable or disable report downloading at system logoff. When accessed, the system displays the following prompt:

Prompt for download at logoff? (Y/N) [Y]--

Enter **N** to disable report download at system logoff. Disabled displays in the field.

Enter **Y** or press ENTER to allow report download at system logoff. Enabled displays in the field.

NOTE: The default for this field is Enabled. If the field is left blank, at logoff you are prompted for download.

4. LAST EDITED BY (DISPLAY ONLY)
This field contains the name of the person who last edited the screen information and the edit date and time.

5. REPORT NAME/WILDCARD (DISPLAY ONLY)
This field uses scrolling screen processing and is used to map reports to a the selected employee. When the screen is displayed, the first page of mapped reports displays in this field. Once this field is selected, the scrolling screen processor is enabled as shown in the following screen:

```
            General Hospital Download Report Maintenance Processor
                                          Thu Mar 21, 1996 10:45 am
Download Report Mapping
 1 Employee Name              2 Employee ID Number
   White, Alice                 13444
 3 Download at Logoff         4 Last Edited By
   Enabled                      Green, John on 03/19/96 1347
 5 Report Name/Wildcard    Description              Primary
   1500B                    1500 Claims Facility B   Yes
   GM-                      Testing                  No




Enter report name to add, first letters and a dash, or `*`wildcard`-`--
    F1Prev Page   F2Next Page   F3 Insert   F4 Delete   F6 Reset   F7  Exit   ?
```

Scrolling Screen

The fields in this scrolling screen are used to map reports to the selected employee ID. The following function keys are used for the scrolling screen:

> *F1Prev Page   F2Next Page   F3 Insert   F4 Delete   F6 Reset   F7 Exit ?*

Use the F1 and F2 keys to move backward and forward, respectively, within the table. Use the F3 key to add a report to the table. Use the F4 key to delete a report from the table. Use the F6 key to reset the last edit made to the table prior to moving the cursor to another line. Once the cursor is moved to another line, no changes can be made. At any time, press F7 to exit the screen and save the changes or exit and return to the screen without saving the changes made.

REPORT NAME/WILDCARD (TABLE LOOKUP-O)
To add a report, use the F3 Insert key or move to an empty line using the arrow keys. Then enter the report name or a partial name followed by a dash (-).

When a valid report name for the employee ID is entered, the system displays a table with the report name and description. Select the report to be mapped. The report is added to the scrolling screen list.

When a partial name and dash are entered, the system displays a table of all available reports that matches the partial entry as shown in the following screen:

```
                General Hospital Download Report Maintenance Processor
                                               Thu Mar 21, 1996 10:45 am
Download Report Mapping
 1 Employee Name                  2 Employee ID Number
   White, Alice                     13444
 3 Download at Logoff             4 Last Edited By
   Enabled                          Green, John on 03/19/96 1347
 5 Report Name/Wildcard  Description            Primary
 Page:01              Reports (Inactive entries denoted by `*`)
     Name       Description
( 1) ALALLAL0  ACCESSION LABEL **
( 2) ALARLAR0  ARCHIVE PATIENT LISTING
( 3) ALBILBI0  INSTRUMENT ACCESSION LABEL
( 4) ALBSLBS0  BAD SPECIMEN LABELS
( 5) ALCILCI0  CLIENT REPORT
( 6) ALCLLCL0  COLLECTION LABEL



 Select report to be mapped--
                                   next page(/)
```

Select the report to be mapped. The report is added to the scrolling screen list.

You can also use report wildcard definitions to map a range of reports. To define a wildcard, use the F3 Insert key or move to an empty line on the scrolling screen, and then enter **wildcard-*. For example, to add all Laboratory general reports, you would enter **ALG-*.

NOTE: When defining wildcards, be as specific as possible. Otherwise, the time for report lookup during download may be extended significantly.

DESCRIPTION (DISPLAY ONLY) OR (39-AN-R)
When you select a report from the report table, the report description is displayed in the Description field and cannot be edited. When you enter a wildcard, you are required to enter a description for the wildcard. At any time, you can edit the description without modifying the wildcard. The description field is free-form text entry. The description can be up to 39 characters.

PRIMARY (1-AR-R)
This field indicates the report that is to be used as the primary report for the employee. The primary report name overrides the report name to print to the user's spooler. For persons using Physicians Access, defining a primary report is necessary to enable download and spool capabilities. Only one report can be the primary report. Wildcards cannot be defined as primary reports.

When you complete the report selection, use the F7 key to exit the screen. The following prompt is displayed:

Accept this screen? (Y/N) [Y]--

Enter **Y** to accept the screen and exit to the initial employee lookup prompt. Enter **N** to return to the Download Report Maintenance screen.

NOTE: The mapped reports are available for download from any ID on the system for which the report is defined. However, the assignment of reports is completed by system ID.

Appendix A - USER PREFERENCES

STAR Financials General Accounting Reference Guide - General Information Volume
October 2011   *Release 17.0*   *A–1*
Proprietary to McKesson - Subject to Confidentiality Agreement

Illustrations

INTRODUCTION

This appendix contains information about user preferences such as setting up and maintaining menus and mnemonics, assigning function keys, selecting menu types, and selecting CRT colors.

When you access the User Preferences option, the system displays the following screen:

```
                    General Hospital User Preferences Processor
                                         Mon May 24, 2004 08:20 am
User Preferences Input Options


         Option No.  Option
         ---------------------------------------
              1         Menu and Mnemonic Functions

              2         Function Key Definition
              3         Menu Type Selection
              4         CRT Color Selection

              5         Windows Word Processing User Preferences
              6         Download Windows Word Processor Macros

              7         Information Windows Administration
              8         Information Windows Preference

              9         Select Alternate STAR Environment
             10         STAR ONLINE Support Access Administration


Enter option number--
```

On the User Preferences menu you can access the following functions for setting up user preferences:

- **Menu and Mnemonic Functions**, which you use to set up and maintain menus and mnemonics. For more information, see "MENUS AND MNEMONICS FUNCTIONS" on page A-12.

- **Function Key Definition**, which you use to assign and change the function key assignments for your mnemonics. For more information, see "FUNCTION KEY DEFINITION" on page A-36.

- **Menu Type Selection**, which you use to select the menu type you want to display. For more information, see "MENU TYPE SELECTION" on page A-38.

- **CRT Color Selection**, which you use to maintain the colors and attributes displayed on your color monitor. For more information, see "CRT COLOR SELECTION" on page A-39.

NOTE: For information about the Microsoft® Windows® Word Processing functions and the Information Windows functions available on the User Preferences menu, see the *STAR Navigator User's Guide*.

For information about the Select Alternate STAR Environment function, see the *ALLSTAR Signon User's Guide.*

For more information about the STAR ONLINE Support Access Administration (also called e-session) function, see the *STAR Navigator User's Guide.*

Using Menus

McKesson's STAR line of computer products is a menu-driven system, meaning that you navigate to functions by selecting options from menu screens. Menu screens are system displays consisting of a list of functions and submenus that you can access. Many menu screens display a prompt at the bottom of the screen that you use to identify the menu option you want. When you select an option from the menu, the system either displays the first prompt or screen of a function or an additional menu of selections.

You can bypass menus and go directly to a STAR function or menu by using a mnemonic. When you enter a mnemonic code in a menu screen, the system displays the first prompt or screen of the function or the menu linked to that mnemonic. By linking the mnemonics you use most often to the function keys on your keyboard, you can navigate directly to a function with just a keystroke. When you exit the function, the system returns you to your initial menu (the first menu you see when you sign on to the system).

The system enables you to select from two different types of menus, depending on how you typically access STAR functions. Set this menu type according to your system ID, so that the same menu type displays for you regardless of how you access it. The two menu types are:

- **Host-based menus** (also called Original Menus), which display only the text elements of the menu, without any graphic element other than a line under the menu header. The following is an example of a host-based menu:

```
            General Hospital Initial STAR Patient Care Menu Processor
                                              Wed Mar 24, 1999 11:58 am
Initial STAR Patient Care Menu Input Options


            Option No.  Option
            ----------------------------------------
                 1         System Management
                 2         Tables
                 3         Service Item Maintenance
                 4         Location File Maintenance
                 5         Print Labels
                 6         Charge/Credit/Inquiry/Auto
                 7         Name Inquiry
                 8         Census
                 9         Bulletin Board
                10         Load Patient
                11         Send Message
                12         Revise Patient Nursing
                13         Statistical Reports



Enter option number--
```
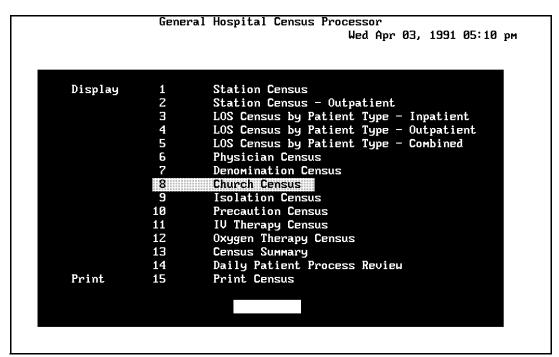
If you are using host-based menus (original menus), you select an option from the menu by entering the option number at the prompt at the bottom of the menu and pressing the ENTER key. The system then displays the first prompt or screen of the selected function or a submenu.

To exit from a menu and return to the preceding menu or prompt, press ENTER or press period (.) and the ENTER key.

Boxed menus, which display the menu options enclosed in a box. The following is an example of a boxed menu:

If you are using boxed menus, select an option from the menu using one of the following methods:

Method	Result
Option Number Entry	As with host-based menus, you can enter the number of the desired option in response to the prompt at the bottom of the menu and press ENTER. The system then displays the first prompt or screen of the selected function or a submenu.

```
                  General Hospital Census Processor
                                         Wed Apr 03, 1991 05:10 pm


         Display      1        Station Census
                      2        Station Census - Outpatient
                      3        LOS Census by Patient Type - Inpatient
                      4        LOS Census by Patient Type - Outpatient
                      5        LOS Census by Patient Type - Combined
                      6        Physician Census
                      7        Denomination Census
                      8        Church Census
                      9        Isolation Census
                     10        Precaution Census
                     11        IV Therapy Census
                     12        Oxygen Therapy Census
                     13        Census Summary
                     14        Daily Patient Process Review
         Print       15        Print Census
```

Method	Result
Highlight And Select Entry	When the system displays a boxed menu, the first option on the menu displays in a reverse (darkened letters on a lit background) bar. This reverse bar indicates that this option is highlighted. You can move this bar up and down on the menu, changing the highlighted option, using the up arrow and down arrow keys on your keyboard. Once you highlight the desired option, you can select it by pressing the ENTER key.

To exit from a boxed menu and return to the preceding menu or prompt, press period (.) ENTER. Note that you cannot exit from a boxed menu by pressing only the ENTER key, as you can with host-based menus, since this selects the currently highlighted menu option.

Using Mnemonics

The mnemonics feature offers you a fast, easy way to access the functions you use most often. By entering a mnemonic code to a menu screen, you command the system to directly access the function linked to that mnemonic code. The system then either displays the first screen, prompt or menu of that function, or prompts you for any information the system needs to have before the function can be processed. You can also assign mnemonic codes to each of the first 10 function keys on your keyboard, enabling you to navigate directly to the functions you use most with just a keystroke.

The system stores mnemonics by the type of system user, so that similar users have access to the same mnemonics. In this way, admitting clerks would use a mnemonic

to access the Admit Patient function in the STAR Patient Care system, while laboratory department secretaries would be more likely to use a mnemonic to access the Patient Inquiry function in the STAR Laboratory system. Authorized personnel can add mnemonics as needed, using the procedures discussed in the Creating a New Mnemonic subsection.

The system enables each user to define the links between their function keys and mnemonics. This allows one admitting clerk to use the F1 key to access the Admit Patient function, while another uses the F10 key to access the same function. The procedure used to define this link is discussed in Function Key Definition. For more information, see "FUNCTION KEY DEFINITION" on page A-36.

When you exit from a function you accessed using a mnemonic, the system returns you to your initial menu. This is the menu the system displays when you first sign on.

NOTE: In the STAR Laboratory product, when you exit a mnemonic the system returns you to the main menu if you have main menu return.

USING A KNOWN MNEMONIC

To use a mnemonic to access a function, enter the mnemonic code or press the function key linked to the mnemonic. Remember that you can only use a mnemonic from a menu screen.

When you press ENTER after typing the mnemonic, or when you press the appropriate function key, the system begins to access the function linked to the mnemonic. If this function needs pre-processing information that you would typically define in accessing it using menus, the system displays any prompt(s) needed to identify this information. Otherwise, the system displays the first screen, prompt or menu of the function. If the mnemonic does not exist, the system displays:

Invalid mnemonic!

If a security level is required to access the mnemonic, the system displays:

Enter ID code --

To access the mnemonic, enter the authorizing ID code. The system then prompts you to enter the authorizing secret code. If the ID code does not meet or exceed the minimum security level required for the function, the system displays:

Not authorized for this function!

The system then returns you to the menu where your originally entered the mnemonic code.

Mnemonic authorization is established using the Mnemonic Assignment function: for more information, see "Mnemonic Assignment" on page A-16. Functions for which

mnemonics cannot be assigned are listed in the Menu and Mnemonics Considerations subsection.

LOOKING UP AND USING A MNEMONIC

If you do not know the mnemonic code you want to use, you can display a list of mnemonic codes available to you and select one to use. To display the mnemonic list, enter a hyphen (-) in response to the prompt at the bottom of the menu.

The mnemonic list displays the mnemonic code and the name of the function accessed by it. This list includes all mnemonic codes available for your user type. An asterisk (*) precedes all mnemonics that you cannot use due to security level. Select the desired mnemonic using the technique appropriate to the menu type you are using, as discussed in the Using Menus subsection.

If there are more mnemonics than can display on the screen, the system displays one of the following messages, depending on the menu type you are using:

- **If you are using boxed menus**, the system displays ...more in the bottom right corner of the mnemonic list. This message displays on all but the last screen of mnemonics.

- **If you are using host-based menus**, the system displays next page (/) centered at the bottom of the first screen of the mnemonic list. On subsequent screens, the message next page (/) previous page (/P) displays. On the last screen of the list, the message previous page (/P) displays.

To view the next screen of mnemonics, enter a slash (/). Enter a slash (/) followed by P to display the preceding screen of options.

If you know the first letter(s) of the mnemonic description, you can display and select from a partial list of mnemonics. To do this, enter one or more of the first letters of the mnemonic description, followed by a hyphen (-). The system displays the mnemonic list, which now shows only those mnemonics whose descriptions start with the letter(s) entered. You can select from this list and display multiple pages of the list using the techniques explained above.

CREATING A NEW MNEMONIC

In order to create a new mnemonic and make it available in the system, you must perform the following steps:

1. Create the mnemonic. An appropriate user can create a mnemonic from any system menu. Only system users identified in the Employee Mnemonic Build Access field of the Menu and Mnemonic Parameters function can create new mnemonics. For more information on this parameter, see the definition of the Employee Mnemonic Build Access field in the Menu and Mnemonic Parameters subsection.

2. Assign the mnemonic. A mnemonic is not available for use by any user type until it has been assigned to that user type. You do this using the Mnemonic Assignment function: for more information, see "Mnemonic Assignment" on page A-16. Note that you cannot access this function unless you have been assigned access in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters Processor: for more information, see the Employee Mnemonic Assignment Access field in the Menu and Mnemonic Parameters subsection.

3. Optionally, you may want to link the new mnemonic to a function key. You can do this during the mnemonic creation process, as explained below, or by using the Function Key Definitions function ("FUNCTION KEY DEFINITION" on page A-36).

This section discusses only the first step of this process, creating the mnemonic. For information on the other steps, see the cross-references above.

If you are a user to whom mnemonic build access has been granted, you can create or edit a mnemonic from any menu in a STAR product. These steps differ slightly depending upon which menu type you use.

If you are using host-based or boxed menus you can:

1. Display the menu containing the function that you want to access using a mnemonic.

2. Enter an asterisk (*), followed by the option number of the function on the menu.

If you are using boxed menus you can also:

1. Display the menu containing the function that you want to access using a mnemonic.

2. Move the highlight bar down to highlight the desired function.

3. Enter an asterisk (*).

NOTE: If the highlight bar is not over the desired function, you can also enter an asterisk (*) followed by the option number of the function for which you want to create a mnemonic. This is similar to the method used to define mnemonics for host-based and boxed menus.

The system then displays the following screen:

```
                General Hospital Mnemonic Build Processor
                                          Wed Mar 24, 1999 10:15 am


( 1)Option Number         : 1
( 2)Option Description     : Financial Item Master

   Mnemonic Definition
( 3)Mnemonic Code         :
( 4)Mnemonic Description   :
( 5)Default Security Level :

( 6)Edit ID               :
( 7)Edit Date             :








 Enter mnemonic code--
```

Field Explanations

1. OPTION NUMBER (DISPLAY ONLY)
This field displays the option number of the function or menu accessed using this
mnemonic. This is the number you would enter to the menu to access this function or
menu manually.

2. OPTION DESCRIPTION (DISPLAY ONLY)
This field displays the name of the function or menu accessed using this mnemonic.

Mnemonic Definition

3. MNEMONIC CODE (10-C-R)
This field contains the code used to invoke this mnemonic at a STAR menu. This code
should be long enough to allow the user to easily recognize the function it accesses,
yet short enough to minimize keystrokes.

4. MNEMONIC DESCRIPTION (40-C-R)
This field contains a description of the mnemonic. The system defaults to the function
name as it displays on the menu. Press ENTER to use the function name, or enter
another name if desired.

5. DEFAULT SECURITY LEVEL (TABLE LOOKUP)
This field contains the minimum security level required for the type of user to access
the mnemonic.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained in the Mnemonic Assignment subsection.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

6. EDIT ID (DISPLAY ONLY)
This field contains the name of the user who last modified the mnemonic.

7. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the mnemonic was last modified.

If you have been granted mnemonic assignment access (i.e., you have been identified in the Employee Mnemonic Assignment Access field of the Menu and Mnemonic Parameters processor), when you complete and accept the mnemonic, the system displays the following prompt:

Update user type assignments? (Y/N) [Y]--

Enter **Y** or press ENTER to access the Mnemonic Assignment Processor and assign the mnemonic to one or more user types. See "Mnemonic Assignment" on page A-16 for more information on this function. Enter **N** in response to this prompt if you do not want to assign user types to this mnemonic at this time.

When you finish assigning user types, or if you enter N to this prompt, the system displays:

Update function keys? (Y/N) [N]--

Enter **Y** to access the Function Key Definition processor and edit your function key assignments. For more information on the Function Key Definition processor, see "FUNCTION KEY DEFINITION" on page A-36. Enter **N** or press ENTER to maintain the current function key definitions.

When you exit this function, the system returns you to the menu from which you accessed the Mnemonic Build Processor.

MENUS AND MNEMONICS FUNCTIONS

You establish and maintain guidelines for both menus and mnemonics using the
options on the Menu and Mnemonic Functions menu, shown below:

```
            General Hospital Menu and Mnemonic Functions Processor
                                            Wed Mar 24, 1999 11:18 am
 Menu and Mnemonic Functions Input Options

         Option No.  Option
         ----------------------------------------
             1        Menu and Mnemonic Parameters
             2        Mnemonic Assignment
             3        Mnemonic Maintenance

             4        View Boxed Menus
             5        Mnemonics Report










 Enter option number--
```

Accessing the Menu and Mnemonic Functions Processor

You access the Menu and Mnemonic Functions processor differently according to the
STAR system you are using. The steps below show how a system administrator can
access the Menu and Mnemonics Functions processor for each STAR system.

STAR Laboratory:

1. Choose Maintenance Functions.

2. From the Maintenance Functions processor, choose Maintenance - User
    Preferences.

3. From the Maintenance - User Preferences processor, choose Menu and Mnemonic
    Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR Patient Care:

1. Choose System Management.

2. From the System Management processor, choose User Preferences Functions.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR Pharmacy:

1. Choose System Management.

2. From the System Management processor, choose System Management - Pharmacy.

3. From the System Management processor, choose User Preferences Functions.

4. From the User Preferences processor, choose Menu and Mnemonic Functions.

5. The system displays the Menu and Mnemonic Functions processor.

STAR Radiology:

1. Choose Maintenance Functions.

2. From the Maintenance Functions processor, choose User Preferences.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR General Accounting Accounts Payable, General Ledger, and Materials Management:

1. From each application's Initial Menu Processor, choose Menu and Mnemonic Functions.

STAR General Accounting Payroll/Human Resources:

1. Choose System Management.

2. From the System Management processor, choose User Preferences Functions.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

STAR Patient Accounting:

1. Choose Financial System Management.

2. From the Financial System Management processor, choose User Preferences Functions.

3. From the User Preferences processor, choose Menu and Mnemonic Functions.

4. The system displays the Menu and Mnemonic Functions processor.

You use the Menu and Mnemonic Functions processor to access the following functions:

- **Menu and Mnemonic Parameters**, which you use to set and change access and availability parameters for menu types and mnemonics. This function is only available to system managers. For more information, see "Menu and Mnemonic Parameters" on page A-15.

- **Mnemonic Assignment**, which you use to maintain the availability of selected mnemonics by user type. This function is only available to system managers. For more information, see "Mnemonic Assignment" on page A-16.

- **Mnemonic Maintenance**, which you use to edit mnemonic codes, descriptions and security levels. This function is only available to system managers. For more information, see "Mnemonic Maintenance" on page A-22.

- **View Boxed Menus**, which you use to display selected boxed menus. This function is only available to system managers. For more information, see "View Boxed Menus" on page A-24.

- **Mnemonics Report**, which you use to create a report about your mnemonics. This function is only available to system managers. For more information, see "Mnemonics Report" on page A-25.

Menu and Mnemonic Parameters

You use the Menu and Mnemonic Parameters processor to establish and maintain access and availability parameters for menu types and mnemonics. This function determines whether boxed and PC-based menu types are available for use, identifies the applications with which mnemonics are available and determines to whom mnemonic build and mnemonic assignment access is permitted.

When you select the Menus and Mnemonics Parameters processor, the system displays the following screen:

```
            General Hospital Menu and Mnemonic Parameters Processor
                                                Wed Mar 24, 1999 09:56 am


   1 Boxed Menus                      2 PC Based Menus
     Available                          Available
   3 Applications With Mnemonic Build Access
     See Table
   4 Employee Mnemonic Build Access   5 Employee Mnemonic Assignment Access
     System Managers Only               System Managers Only









   Enter field number or '/' starting field number--
```

NOTE: The first three fields of this screen are controlled by McKesson.

Field Explanations

4. MNEMONIC BUILD ACCESS (1-A-Y)
This field determines the employees that can create mnemonics. The field initially displays either System Managers Only or See Table.

If mnemonic build access is limited to system managers, when you access this field the system displays the following prompt:

Add employees who may build mnemonics? (Y/N) --

Enter **N** if you do not want to enable additional employees to build mnemonics. Enter **Y** to give additional employees the ability to build mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic build access. After you finish identifying the employee(s) being granted access, this field displays See

Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

5. SECURITY FOR MNEMONIC ASSIGNMENTS (1-A-Y)
This field determines the employees who can access the Mnemonic Assignment function, which is used to assign mnemonics to other types of users. The field initially displays either System Managers Only or See Table.

If Mnemonic Assignment access is limited to system managers, when you access this field the system displays the following prompt:

Add employees who may assign mnemonics? (Y/N) --

Enter **N** if you do not want to enable additional employees to assign mnemonics. Enter **Y** to give additional employees the ability to assign mnemonics, and the system prompts you to identify the individual employee(s) being granted mnemonic assignment access. After you finish identifying the employee(s) being granted access, this field displays See Table. The system displays this table when you access this field, allowing you to maintain this employee list as desired.

Mnemonic Assignment

You use the Mnemonic Assignment processor to create and maintain assignment of mnemonics to users. Whether you have access to a mnemonic depends on two factors:

- The type of user you are classified as on the system

- Your security level

This function determines the type of user that can access a particular mnemonic, first by assigning the types of users that can use the mnemonic then, if desired, by setting a minimum security level for access to the mnemonic. In this way, only appropriate types of users with the minimum security level or above can access the mnemonic.

NOTE: For information on creating a mnemonic, see "Creating a New Mnemonic" on page A-8.

When you access the Mnemonic Assignment function, the system displays the following prompt:

Enter the mnemonic code or partial name'-' --

Enter the code for the mnemonic that you want to enable or disable access for a type of user or security level. Use a hyphen (-) to display and select from a list of mnemonics for the STAR system.

STAR Financials General Accounting Reference Guide - General Information Volume
A–16   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

When you identify the mnemonic, the system displays the following screen:

```
                    General Hospital Mnemonic Assignment Processor
                                              Wed Mar 24, 1999 09:59 am


     Mnemonic Definition
( 1)Mnemonic Code           : AMF
( 2)Mnemonic Description     : Abstracting Maintenance Functions
( 3)Default Security Level   :

( 4)Edit ID                  : Andersen, Michael L
( 5)Edit Date               : 11/08/95 01:23pm

Page:01                         Current Assignments         ##=Current Choices
        User Type                              Security Level
( 1)    ADMITTING                              None
( 2)    MEDICAL RECORDS (I)                    None




Enter the option number(s) to edit or (A)dd--
                            end select(NL)
```

Field Explanations

1. MNEMONIC CODE (DISPLAY ONLY)
This field contains the mnemonic code. This is the code you enter on a STAR menu to use this mnemonic.

2. MNEMONIC DESCRIPTION (DISPLAY ONLY)
This field contains the description for this mnemonic. This is typically the name of the function accessed using this mnemonic.

3. DEFAULT SECURITY LEVEL (DISPLAY ONLY)
This field determines the security level displayed as a default when assigning this mnemonic to user types. This information is maintained using the Default Security Level field in the Mnemonic Maintenance function; for more information, see the explanation of the Default Security Level field in the Mnemonic Maintenance subsection.

The security level displayed in this field is used as a default security level for this mnemonic for all user types. You can override this security level by establishing a specific security level for a user type, as explained below.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

4. EDIT ID (DISPLAY ONLY)
This field contains the name of the user who last edited this mnemonic.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which this mnemonic was last edited.

The information displayed at the bottom of the screen differs, depending on whether types of users and security levels have been assigned for the mnemonic.

IF NO USER TYPES HAVE BEEN ASSIGNED

If no user types have been assigned to this mnemonic, the screen displays as shown in the Mnemonic Assignment subsection. At the bottom of the screen, the system displays:

> *Select the user types to be assigned--*
> *end selection(NL) next page(/)*

Enter the option number(s) of the type(s) of users to which you want to grant access to this mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then begins the process used to identify minimum security levels for access to the mnemonic. For information on this process, see the discussion in "If No Security Level Has Been Assigned" on page A-19.

NOTE: The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

IF USER TYPES HAVE BEEN ASSIGNED

If user types have been assigned to this mnemonic, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen the system displays:

> *Enter the option number(s) to edit or (A)dd--*
> *end selection(NL)*

You can add or delete access for the types of users assigned to the mnemonic. If security has been assigned, you can also edit the minimum security level required to access the mnemonic. For information on editing minimum security levels, see "If A Security Level Has Been Assigned" on page A-21.

NOTE: The system displays a greater than sign (>) next to your user type in the tables. To add or remove access to this mnemonic for you and other users with your initial menu code, select the user type with the greater than sign (>) next to it.

To delete access for a type of user, enter the option number(s) of the type(s) of users whose access you want to remove. The system highlights the option number(s) to

indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

Enter option number--

Press ENTER, and the system displays:

Enter field number of '/' starting field number--

Press ENTER, and the system displays:

Delete? (N)--

Enter **Y**, and the system displays:

Remove the assignment of this user type? (Y/N) [N]--

Enter **Y** to delete access for the selected type of user. The system then displays:

Assignment removed!

To add access for a type of user, enter the option number(s) of the type(s) of users to which you want to grant access to the mnemonic. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays the table used to edit security level access, with the following prompt at the bottom of the screen:

Enter option number--

The process used to add security level restrictions to a type of user is discussed below.

IF NO SECURITY LEVEL HAS BEEN ASSIGNED

If a user type has been granted access to the mnemonic, but no security level has been set for the user type, the system displays a table of the user type assignments in the lower portion of the screen. At the bottom of the screen the system displays:

Enter the option number(s) to edit or (A)dd--
end selection(NL)

To add a minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users, press ENTER. The system then displays two additional fields under the heading Assignment Information, as in the following screen:

```
                 General Hospital Mnemonic Assignment Processor
                                              Wed Mar 24, 1999 10:07 am


      Mnemonic Definition
( 1)Mnemonic Code          : AMF
( 2)Mnemonic Description    : Abstracting Maintenance Functions
( 3)Default Security Level  :

( 4)Edit ID                 : Andersen,Michael L
( 5)Edit Date               : 11/08/95 01:23pm

Assignment Information
( 1)User Type      : ADMISSIONS-MGR
( 2)Security Level :




Accept this screen? (Y/N) [Y]--
```

Field Explanations

Assignment Information

1. USER TYPE (DISPLAY ONLY)
This field displays the selected type of user.

2. SECURITY LEVEL (TABLE LOOKUP)
This field contains the minimum security level required for the type of user to access the mnemonic. The default for this field is the contents of the Default Security Level field from the Mnemonic Definition section of the screen.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

At the bottom of the screen, a table of the security levels available within the system displays, followed by the following prompt:

   Enter option number --

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level

field. To use the default security level, press ENTER. At the bottom of the screen, the system displays:

Accept this screen? (Y/N/'D'elete) [Y]--

Enter **Y** or press ENTER to assign the security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

IF A SECURITY LEVEL HAS BEEN ASSIGNED

If a security level has been assigned to one or more of the types of users who have access to the mnemonic, the system displays a table of the user type and security level assignments in the lower portion of the screen. At the bottom of the screen the system displays:

Enter the option number(s) to edit or (A)dd--
end selection(NL)

NOTE: You cannot edit security for a mnemonic if that mnemonic is used to access a function on a menu for which security has been defined.

To edit the minimum security level for one or more type(s) of users, enter the option number(s) of the type(s) of users. The system highlights the option number(s) to indicate your choice. After you have selected all of the desired types of users press ENTER. The system then displays the Assignment Information fields, as explained in If No Security Level Has Been Assigned above. At the bottom of the screen the system displays:

Enter field number or '/' starting field number--

To edit the minimum security level required for this type of user to access the mnemonic, access the Security Level field from the Mnemonic Assignment portion of the screen. The system displays a table of security levels available within the system, followed by the following prompt:

Enter option number --

Enter the option number of the minimum security level that this type of user must have in order to access this mnemonic. The system displays your entry in the Security Level field and redisplays the Enter field number or '/' starting field number prompt. Press ENTER to this and the system displays:

Accept this screen? (Y/N/'D'elete) [Y]--

Enter **Y** or press ENTER to assign the minimum security level to the type of user. Enter **N** to edit the security level assignment for the type of user. Enter **D** to exit from this prompt without assigning the minimum security level to the type of user.

Mnemonic Maintenance

You use the Mnemonic Maintenance processor to maintain mnemonic codes, descriptions, and minimum security levels.

When you access the Mnemonic Maintenance function, the system prompts you for the mnemonic you want to maintain:

Enter the mnemonic code or partial name'-' --

Enter the code or enter a hyphen (-) to display and select from a list of mnemonic codes. After you identify the mnemonic you want to maintain, the system displays the following screen:

```
                    General Hospital Mnemonic Maintenance Processor
                                              Wed Mar 24, 1999 10:15 am


    Mnemonic Definition
( 1)Mnemonic Code          : AMF
( 2)Mnemonic Description    : Abstracting Maintenance Function
( 3)Default Security Level  :

( 4)Edit ID                 : Andersen,Michael L
( 5)Edit Date               : 11/08/95 01:23pm









 Enter field number or '/' starting field number--
```

Field Explanations

1. MNEMONIC CODE (10-C-R)
This field contains the code used to invoke this mnemonic at a STAR menu. This code should be long enough to allow the user to easily recognize the function it accesses, yet short enough to minimize keystrokes.

2. MNEMONIC DESCRIPTION (40-C-R)
This field contains a description of the mnemonic. The system defaults to the function name as it displays on the menu. Press ENTER to use the function name, or enter another name if desired.

3. DEFAULT SECURITY LEVEL (TABLE LOOKUP-R)
This field determines the security level displayed as a default when assigning this mnemonic to user types. If this field is blank there are no default security limitations for accessing the function using a mnemonic.

NOTE: If an asterisk (*) displays next to this field the minimum security level has been set by McKesson and cannot be changed.

When you access this field, the system displays a table at the bottom of the screen listing the security levels available within this STAR application.

If a security level has been defined for this mnemonic, the system shades the option number with a reverse blinking area and displays, below the table:

Enter option number or (R)emove security level [Current Level]--

To set a new minimum security level needed to access this mnemonic, enter the option number of the security level from the table. To remove a security level restriction for this mnemonic, enter **R**. Press ENTER to keep the current minimum security level.

4. EDIT ID (DISPLAY ONLY)
This field contains the name of the user who last modified the mnemonic.

5. EDIT DATE (DISPLAY ONLY)
This field contains the date on which the mnemonic was last modified.

If you change the security level assignment for a mnemonic, when you accept your changes to this processor the system displays:

Update security level for all user types assigned? (Y/N) [N]--

Enter **N** or press ENTER to maintain current security levels for user types. Enter **Y** to add the security level you defined to the user types, and the system displays:

Updating the mnemonic security! Please Wait!

When the system finishes updating the mnemonic security, it displays:

Filed!

DELETING A MNEMONIC

You can also use this processor to delete a mnemonic from the system. If you edit information about a mnemonic using this processor, when you exit the processor the system displays:

Accept this screen? (Y/N/'D'elete) [Y]--

To delete the mnemonic, enter **D**.

Similarly, if you exit this processor without editing any of the fields of information, the system displays:

Delete? (N)--

To delete the mnemonic, enter **Y**.

After you begin the process of deleting the mnemonic from the system, the system displays:

(D)elete this mnemonic, (F)ile as deleted or (R)emove from your list?--

To delete this mnemonic from the system, enter **D**. To deactivate the mnemonic, but leave it in the system for later reactivation, enter **F**. Note that filing a mnemonic as deleted does not remove user type assignments for the mnemonic, but only makes the mnemonic inactive. The mnemonic will not display on mnemonic lists for the user. To remove the mnemonic from the list available to your user type, enter **R**.

NOTE: Only users granted build and assign access to a mnemonic can delete mnemonics or remove them from the user type list.

View Boxed Menus

You use the View Boxed Menus function to display one or more boxed menus. This enables you to identify menus to which you need to make changes, such as menus with headers on the right side of the menu that must be moved to the left or menus with special characters. In this manner, this function is primarily an installation tool used to identify potential problems caused by a change from host-based (original) menus to boxed menus.

NOTE: You must be using the boxed menu type to use this function. If you are using host-based menus, the system displays the following error message when you attempt to access this function:

You are not set up for boxed menus!

Since this processor is primarily an installation tool, the options available to users from it vary depending on whether you are a McKesson employee.

If you are not a McKesson employee, the system displays all menus in your ID, in alphabetic and numeric order. To quit displaying menus, press period (.) then the ENTER key. The system then displays:

Press NL to continue

Press ENTER to return to the Menus and Mnemonics Parameters menu. If you display all of the menus, the system displays the following after the last menu:

All menus selected have been displayed! Press NL--

Press ENTER to return to the Menus and Mnemonics Parameters menu.

STAR Financials General Accounting Reference Guide - General Information Volume
A–24   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

If you are a McKesson employee, when you select the View Boxed Menus function, the system displays the following prompt:

Enter the ID to display menus from [9]--

The system defaults to the ID you are currently using, as with 9 in the example above. To view boxed menus for the current ID, press ENTER. To view boxed menus for another ID, enter the number of the ID.

The system then displays the following prompt:

Enter initial characters of menu name to begin with [All Menus]--

Enter one or more of the initial characters of the menu's system name (for example, lsmaf) to display only selected boxed menus. Press ENTER to display all menus for the ID in alphabetic order.

The system then displays the first boxed menu. The menu header includes the menu's system name. After viewing the first menu, press ENTER to display each subsequent menu. To stop viewing the menus, enter a period (.) and press ENTER. The system then returns you to the ID prompt.

After the system has displayed all menus, the following message displays:

All menus selected have been displayed! Press NL--

To exit from the processor, press ENTER.

Mnemonics Report

You use the Mnemonics Report function to create a report containing the following information about each mnemonic in your system:

- Code you enter at a menu to invoke the mnemonic

- Description of the mnemonic, typically the function it accesses

- Status (Active or Inactive) of the mnemonic

- Security level required to use the mnemonic

NOTE: The system displays an asterisk (*) next to security levels that have been set by McKesson. These security levels cannot be changed.

When you select the Mnemonics Report function, the system displays the following prompt:

Print list of mnemonics? (Y/N) [Y]--

To exit from the function without creating the Mnemonics Report, enter **N**. To create the mnemonics report, enter **Y** or press ENTER. The system then displays the following prompt:

   Sort by mnemonic (C)ode or (D)escription? [D]--

To list the mnemonics on the report in order of their code, enter **C**. To list the mnemonics on the report in order of their description, enter **D** or press ENTER. After you make your selection, the system displays:

   Enter report name of first letters'-' --

Enter the name of the output device for the report. Use a hyphen (-) to display and select from a list of output devices. After you complete this field the system displays:

   Report compiling!

The system then returns you to the Menu and Mnemonic Parameters Processor.

The following is an example of a Mnemonics Report.

Figure A.1 Mnemonics Report

```
                              General Hospital          Page:  1
                              Mnemonics Report          Date:  06/27/91
                              For STAR Laboratory       Time:  10:01am


                  Mnemonic Description
         Code          Security Level                   Status
-----------------------------------------------------------------------------
( 1)  CIW        Chemistry Incomplete Work              Active
                 * Technologist

( 2)  CPI        Chemistry Patient Inquiry              Active
                 * Clerical/Phlebotomist

( 3)  CRR        Chemistry Result Reporting             Active
                 * Technologist

( 4)  CWP        Chemistry Workload Peak Analysis       Active
                 Technologist

( 5)  LO         LAB ORDER                              Active
                 * Clerical/Phlebotomist

( 6)  MCF        Menu type/Color/Function Keys          Active
                 * Clerical/Phlebotomist

( 7)  MRR        Microbiology *Adv. Micro Result Reportin  Active
                 * Technologist

( 8)  OI         Order Inquiry                          Active
                 No Security Defined

( 9)  PI         Patient Inquiry - All                  Active
                 * Clerical/Phlebotomist

(10)  SO         Send Out                               Active
                 * Clerical/Phlebotomist

(11)  SER        SEROLOGY MENU                          Active
                 * Clerical/Phlebotomist

(12)  MAGSQCLA   SQL Activity Log Summary               Active
                 No Security Defined

(13)  SPRR       Surgical Pathology Result Reporting    Active
                 * Transcriptionist

(14)  URI        Urinalysis                             Active
                 * Technologist

(15)  WKL        Workload                               Active
                 No Security Defined

(16)  WSS        Workload Summary by Section            Active
                 Clerical/Phlebotomist

                              End of Report
```

MNEMONICS WORKSHEETS

This section contains worksheets to help you create and maintain your mnemonics. These worksheets are:

- Mnemonic Function Key Definitions

- Mnemonic Build and Assignment

These worksheets are below. You can make copies of these worksheets as needed.

MNEMONIC FUNCTION KEY DEFINITIONS

User Name:_____Type:_____

F Key	Function Accessed	Mnemonic Code
F1		
F2		
F3		
F4		
F5		
F6		
F7		
F9		
F10		

MNEMONIC BUILD AND ASSIGNMENT

System:_____   Type of User:_____   Security Level:_____

Function/Menu Name	Mnemonic Code

MENU AND MNEMONICS CONSIDERATIONS

For each STAR product there are considerations for menu and mnemonic use that must be taken into account. This section discusses those considerations.

STAR General Accounting Mnemonic Considerations

PAYROLL

You cannot create mnemonics to access the following STAR Financials Payroll functions:

- Check History/Timecard Inquiry

- Online Bank Reconciliation

- Earnings History Option

- General Ledger Related Parameters

- Requisition Management

You cannot create mnemonics to access the following STAR Financials Payroll Check History/Time Cared Inquiry functions:

- Benefit Detail

- Deduction Detail

- Employee Control

- Federal Wages

- Holiday Detail

- Local Wages

- Pension Detail

- Employee Position/Rate Detail

- Date Wages

- Timeline Detail

- Wage Summary

When you use a mnemonic to access the following STAR Financials Payroll functions the system displays a pre-processing routine requesting payroll and fiscal year:

- G/L Related Federal Parameters

- G/L Related General Parameters

- G/L Related Job Class/Pay Type Parameters

- G/L Related Local Parameters

- G/L Related State Parameters

When you use a mnemonic to access the following STAR Financials Payroll On-Line Bank Reconciliation functions the system displays a pre-processing routine requesting bank reconciliation information:

- Adjustments/Reconciling Items

- Balancing

- Balancing Report

- Bank Balancing

- Deposits in Transit

- Outstanding check List

- Returned Checks

When you use a mnemonic to access the following STAR Financials Payroll functions the system displays a pre-processing routine requesting Human Resources Applicant Management information:

- Requisition Status & Applicants

- Requisition Costs

- Requisition Main Entry Information

- Requisition Requirements/Skills

MATERIALS MANAGEMENT

You cannot create mnemonics to access the following STAR Financials Materials Management Electronic Purchase Order Transmission functions:

- Batch Edit

- Regenerate Downloaded Batch

- Build PC File

- PC Download Purchase Orders

You cannot create mnemonics to access the following STAR Financials Materials Management Master and Purchase Order functions:

- Item Master

- Close Purchase Order

- Purchase Order Detail

- Purchase Order Header

When you use a mnemonic to access the following STAR Financials Materials Management functions the system displays a pre-processing routine requesting the entity:

- Cart Requisition

- Department Returns

- Entity Statistics

- Electronic PO Transmission

- Backorder Queue Edit

- Item Master

- Item/Location Statistics

- Issue Approval

- Item Statistics

- PAR Area Count

- Par Area Count Upload

- Pending Picklist Approval Screen

- Physical Adjustments

- Purchase Orders

- Transfers

- Vendor Statistics

- Receipts

- Requisition Copy

- Request Review

- Requisitions

- Requisitions ABC Calculation & Update

- Standard Requisition

- GL Parameters

- General Function Control

- Po Parameters

- Transaction History - Altering Quantity

- Transaction History - Altering Average Price

When you use a mnemonic to access the following STAR Financials Materials Management functions, the system displays pre-processing routines requesting the entity and item number:

- Item Descriptive

- Item/Location

- Item/Location Issue & Receipt History

- Item/Location Statistics

- Item Statistics

- Item/Vendor

- Item/Vendor Statistics

- Vendor Priority Shuffle

ACCOUNTS PAYABLE

When you use a mnemonic to access the following STAR Financials Accounts Payable functions the system displays a pre-processing routine requesting the vendor:

- Alternate Address Information

- Purchasing Information

- Statistics

- Vendor Master

When you use a mnemonic to access the following STAR Financials Accounts Payable functions the system displays a pre-processing routine requesting the entity:

- Check Inquiry

- Invoice Add

- Invoice Inquiry

- Invoice Maintenance

- Recurring Invoice Approval

- Recurring Invoice Parameters

GENERAL LEDGER

You cannot create mnemonics to access the following STAR Financials General Ledger functions:

- Build GL Accounts

- Generate Budget

The following View Only menu selections can be made available to users by adding the corresponding MENU LIBRARY ELEMENTS (shown in upper case) and/or menus (shown in lower case):

View Dept/Subacct/Accts (fgmdsav) (FGDSAV)

1   View Department Information (fgmdptv) (FGDEPTV)

2   View Subaccount Information (fgmsav) (FGMSAV)

3   View GL Accounts (fgmglav) (FGMGLAV)

View GL Mapping (fgmlmv) (FGLMV)

1   View GL Mapping Table Definition (fgmtbv) (FGLMAPTBV)

2   View GL Mapping Parameters (fgmparv) (FGLMAPARV)

3   View GL Mapping Table Key Definition (fgmkyv) (FGLMAPKYV)

FUNCTION KEY DEFINITION

You use the Function Key Definition Processor to maintain the assignment of mnemonic codes to function keys on your keyboard. Mnemonics enable you to access a system function from a menu by typing the mnemonic code and pressing the ENTER key. By linking the mnemonic to a function key, you can access the function from a menu by merely pressing the assigned function key. The system allows you to use the first 10 function keys on a keyboard.

Function key definitions are user-specific. This means you can define your own function key assignments.

NOTE: You can access this function from any menu in the system by pressing ALT-1 on the keyboard of your IBM-compatible personal computer or pressing C1 on your Data General keyboard.

When you access this function, the system displays the following screen:

```
              General Hospital Function Key Definition Processor
                                        Wed Apr 03, 1991 05:16 pm


( 1)Function Key One    (F1): SB        - Single Bill
( 2)Function Key Two    (F2): AI        - Account Inquiry
( 3)Function Key Three  (F3): AR        - Account Revision
( 4)Function Key Four   (F4): B         - Daily Balancing Functions
( 5)Function Key Five   (F5): C         - Post Cash
( 6)Function Key Six    (F6): DB        - Demand Bill
( 7)Function Key Seven  (F7): GF        - Guarantor Demand Follow Up
( 8)Function Key Eight  (F8): CAI       - Contract Account Information
( 9)Function Key Nine   (F9): GS        - Guarantor Summary
(10)Function Key Ten   (F10): MPI       - MPI Inquiry


Page:01
     Mnemonic     Menu Option                           Security Level
( 1) A            Post Adjustments                      None
( 2) AI           Account Inquiry                       None
( 3) AR           Account Revision                      None
( 4) B            Daily Balancing Functions             None

Enter choice--
                             next page(/)
```

The fields on this screen display, respectively, the code and description of the mnemonic assigned to the function key.

To add or edit a function key assignment:

1. Enter the field number of the function key you want to assign. The system highlights the field and displays the following prompt:

    Enter mnemonic code or partial name'-' for list --

2. Enter the mnemonic code you want to assign to the function key. If you do not know the code, entering a hyphen (-) displays a list of mnemonic codes available for your user type and security level.

When you identify the mnemonic, either by entering it or by selecting it from the list, the system displays the mnemonic code and the function it accesses in the field.

For more information on using mnemonics, see "Using Mnemonics" on page A-6.

MENU TYPE SELECTION

You use the Menu Type Selection Processor to select the menu type you want displayed on your monitor. You can choose between host-based or boxed.

When you access the Menu Type Selection option, the system displays the following screen:

```
            General Hospital Menu Type Selection Processor
                                        Thu Mar 04, 1999 04:56 pm
Menu Type Input Options

        Option No.  Option
        ----------------------------------------
            1       Original Menus

            2       Boxed Menus










Enter option number [Original Menus]--
```

This screen displays the menu types available to you.

To change the menu type displayed on your monitor, select the desired menu type. The system files your selection and returns you to the Menu and Mnemonic Parameters menu, using the menu type you selected.

STAR Financials General Accounting Reference Guide - General Information Volume
A–38   *Release 17.0*   *October 2011*
Proprietary to McKesson - Subject to Confidentiality Agreement

CRT COLOR SELECTION

You use the CRT Color Selection options to modify the colors displayed on your monitor. You can only access this function from a color monitor or Data General terminal. If you attempt to access this function from any other type of monitor or terminal, the system displays:

Color settings not available for this CRT!

When you select CRT Color Selection from the Menus and Mnemonics Parameters processor, the system displays the CRT Color Selection processor.

CRT Color Selection - Color DG Terminals

The STAR system enables you to use a variety of methods to highlight information on a processor screen. Depending on the CRT with which you sign-on, these methods can include reverse (dark letters on a bright background), dim, underline, and blinking. You can also combine these methods, so that information displays blinking reverse, or even blinking reverse underline dim.

The CRT Color Selection processor enables you to additionally modify colors for these highlight methods, so that the reverse dim information mentioned above could display as red letters on a blue background. This function also enables you to select the colors for regular text and background on a screen.

The Data General D430C terminal offers different color options from that of the Data General D220 and D230C terminals. Therefore, this function operates differently depending upon which of these Data General color terminals you are using. Each of these terminal types is discussed separately below.

D430C TERMINALS

When you select the CRT Color Selection function from a Data General D430C color terminal, the system displays the following screen:

```
            General Hospital Change Emulation Colors Processor
                                            Tue Sep 24, 1991 01:35 pm
     #  Function Description          Foreground          Background
 ( 1) Regular                           Yellow      on      Dim Blue    Test Line
 ( 2) Dim                              Dim Blue     on     Light Grey   Test Line
 ( 3) Reverse                            Cyan       on      Dim Blue    Test Line
 ( 4) Reverse Dim                       Black       on        Cyan      Test Line
 ( 5) Underline                         Yellow      on     Dim Magenta  Test Line
 ( 6) Underline Dim                     Black       on      Yellow      Test Line
 ( 7) Underline Reverse                 Black       on        Cyan      Test Line
 ( 8) Underline Reverse Dim             Black       on      Magenta     Test Line
 ( 9) Blink                              Red        on       Black      Test Line
 (10) Blink Dim                         Black       on        Red       Test Line
 (11) Blink Reverse                     White       on       Black      Test Line
 (12) Blink Reverse Dim                 Black       on     Light Grey   Test Line
 (13) Blink Underline                   Yellow      on      Dim Blue    Test Line
 (14) Blink Underline Dim              Dim Blue     on     Light Grey   Test Line
 (15) Blink Underline Reverse           Green       on     Dim Magenta  Test Line
 (16) Blink Underline Reverse Dim       White       on      Dim Blue    Test Line



 Enter the color option to edit, (T)est display or (R)eset to defaults--
```

NOTE: The system displays this screen in color. In the Test Line column at the right of the screen, the system displays each highlighting method using the colors currently selected. Thus, the example above under Test Line for Reverse could display as cyan letters on a dim blue background.

EDITING PROCESSOR COLORS

You can change the text and background color for any of the 16 displayed highlighting methods. To change the text and background colors for a highlighting method:

1. Enter the number of the method for which you want to change colors.

The system highlights your selection and displays, at the bottom of the screen, the color options available on your CRT, as in the following example:

```
              General Hospital Change Emulation Colors Processor
                                              Tue Sep 24, 1991 01:35 pm
     #  Function Description           Foreground          Background
  < 1> Regular                          Yellow      on    Dim Blue     Test Line
  < 2> Dim                             Dim Blue     on   Light Grey   ▐Test Line▌
  < 3> Reverse                           Cyan       on    Dim Blue     Test Line
  < 4> Reverse Dim                       Black      on      Cyan       Test Line
  < 5> Underline                        Yellow      on   Dim Magenta  Test Line
  < 6> Underline Dim                     Black      on     Yellow      Test Line
  < 7> Underline Reverse                 Black      on      Cyan       Test Line
  < 8> Underline Reverse Dim             Black      on     Magenta     Test Line
  < 9> Blink                             Red        on      Black      Test Line
  <10> Blink Dim                         Black      on      Red        Test Line
  <11> Blink Reverse                     White      on      Black      Test Line
  <12> Blink Reverse Dim                 Black      on   Light Grey   ▐Test Line▌
  <13> Blink Underline                  Yellow      on    Dim Blue     Test Line
  <14> Blink Underline Dim             Dim Blue     on   Light Grey   ▐Test Line▌
  <15> Blink Underline Reverse           Green      on   Dim Magenta  Test Line
  <16> Blink Underline Reverse Dim       White      on    Dim Blue     Test Line
     ▐Black▌   ▐Red▌    ▐Green▌   ▐Yellow▌   ▐Blue▌   ▐Magenta▌   ▐Cyan▌    ▐White▌
      D_Grey    D_Red   D_Green   D_Yellow   D_Blue   D_Magenta   D_Cyan    L_Grey

  Enter foreground color number, color name or `-` for list [Black]--
```

2. Select the color in which you want the text to display using one of the following techniques:

    •   Enter the name of the color exactly as it displays on the screen (including underlines, where applicable).

    •   Enter a hyphen (-) to display and select from a list of available colors.

    •   Press ENTER to accept the default color. This is the color in which the text is currently displayed.

    After you enter the new color, the system displays your selection below the following prompt:

    Enter background color number, color name or `-` for list [Current]--

    Where Current is the name of the background color currently used for the selected option.

3. Select the color in which you want the text background to display. You can identify this color to the system using any of the methods you used to identify the foreground color.

    After you enter the new color, or press ENTER to retain the current color, the system displays an example of what the style will look like using the colors you

selected. It then prompts you about changing the style to the new colors. The responses are:

N - No, leave the colors as they existed before.

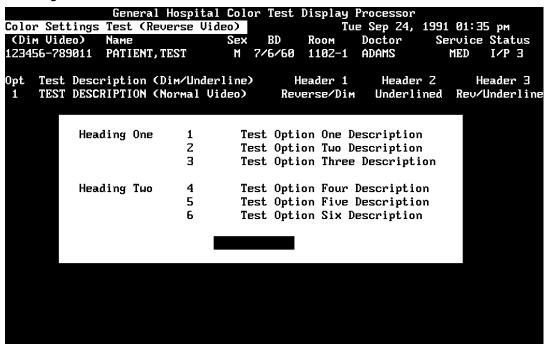**Y** - Yes, change the colors as displayed.

The default is Y.

TESTING PROCESSOR COLORS

To display examples of current color settings for menus and screens on your CRT, enter **T** at the *Enter the color option to edit ...* prompt. The system displays the following prompt:

Enter test for a (M)enu or a (S)creen--

Test Menu Colors

To display an example of how menus display on your CRT according to the current settings for colors and menu type, enter **M**. The system displays a screen similar to the following:

```
                    General Hospital Color Test Display Processor
Color Settings Test (Reverse Video)                Tue Sep 24, 1991 01:35 PM
 (Dim Video)      Name              Sex  BD    Room    Doctor      Service Status
123456-789011   PATIENT,TEST         M  7/6/60 1102-1  ADAMS        MED   I/P 3

Opt  Test Description (Dim/Underline)       Header 1    Header 2    Header 3
 1   TEST DESCRIPTION (Normal Video)      Reverse/Dim  Underlined  Rev/Underline


         Heading One      1        Test Option One Description
                          2        Test Option Two Description
                          3        Test Option Three Description

         Heading Two      4        Test Option Four Description
                          5        Test Option Five Description
                          6        Test Option Six Description
```

NOTE: The type of menu displayed on this screen depends on the current menu type selected. For more information on setting menu types, see "MENU TYPE SELECTION" on page A-38.

This screen displays the current settings for methods used to highlight information on STAR application menus. You cannot edit these settings from this screen.

Press ENTER to return to the *Enter test for a ...* prompt.

TEST SCREEN COLORS

To display an example of how processor screens display on your PC according to the current settings for colors, enter **S**. The system displays a screen similar to the following:

```
                General Hospital Color Test Display Processor
                                          Tue Sep 24, 1991 01:36 pm


Test Screen Header (Reverse Video)
 1 (Reverse/Dim Video)        2 Test Description One     3 Test Description Two
   09/24/91 01:36pm             Dim Video                  Test Description Two
 4 Test Description Three     5 Test Description Four    6 Test Description Five
->                             Normal Video                Description Five

Page:01                    Test Table Display (Underlined/Dim)    ▦=Current Choices
( 1) Table option 1 description      (11) Table option 11 description
( 2) Table option 2 description      (12) Table option 12 description
( 3) Table option 3 description      (13) Table option 13 description
( 4) Table option 4 description      (14) Table option 14 description
( 5) Table option 5 description      (15) Table option 15 description
( 6) Table option 6 description      (16) Table option 16 description
( 7) Table option 7 description      (17) Table option 17 description
( 8) Table option 8 description      (18) Table option 18 description
( 9) Table option 9 description      (19) Table option 19 description
(10) Table option 10 description     (20) Table option 20 description

Enter option numbers (This is reverse video)--
                       end selection(NL)  next page(/)
```

This screen displays the current settings for highlighting methods used by STAR applications. You cannot edit these settings from this screen.

The fields and table on this screen operate like a normal processor screen, even though your entries to this screen have no impact on color settings or other operations of the system. Thus, to view how the system highlights a table selection, enter the number of an option on the table. In this example, after you finish selecting options from the table, the system places your entries in the Test Description Three field and displays the following prompt:

> *Enter field number or '/' starting field number--*

To view how the system highlights a field, enter the number of one of the fields on the screen. If you press ENTER at this prompt, the system asks if you want to accept the screen. Enter **Y** or press ENTER to exit the example screen and return to the *Enter test for a ...* prompt.

RESETTING COLOR SETTINGS

The system enables you to select from two sets of default colors, one using the Data General factory settings for D430C terminals and one using the settings originally supplied by McKesson. The Data General default color set for the D430C uses the following color settings:

Text Type	Foreground Color	Background Color
Regular	Green	Black
Reverse	Black	Green
Dim	Dim Green	Black
Reverse Dim	Black	Dim Green
Underline	Green	Black
Underline Dim	Dim Green	Black
Underline Reverse	Black	Green
Underline Dim Reverse	Black	Dim Green
Blink	Red	Black
Blink Dim	Dim Green	Black
Blink Reverse	Black	Green
Blink Dim Reverse	Black	Dim Green
Blink Underline	Green	Black
Blink Underline Dim	Dim Green	Black
Blink Underline Reverse	Black	Green
Blink Underline Reverse Dim	Black	Dim Green

The McKesson default color set uses the following color settings:

Text Type	Foreground Color	Background Color
Regular	Yellow	Dim Blue
Reverse	Cyan	Dim Blue
Dim	Dim Blue	Light Gray
Reverse Dim	Black	Cyan
Underline	Yellow	Dim Magenta
Underline Dim	Black	Yellow
Underline Reverse	Black	Cyan
Underline Dim Reverse	Black	Magenta
Blink	Red	Black

Blink Dim	Black	Red
Blink Reverse	White	Black
Blink Dim Reverse	Black	Light Grey
Blink Underline	Yellow	Dim Blue
Blink Underline Dim	Dim Blue	Light Gray
Blink Underline Reverse	Green	Dim Magenta
Blink Underline Reverse Dim	White	Dim Blue

To reset screen colors to one of the default color sets:

1. From the *Enter the color option ...* prompt displayed when you first access the function, enter **R**.

   The system displays the following prompt:

   > *Reset to (F)actory or (H)BO defaults [H] --*

2. Enter **F** to use the default set for Data General D430C terminals. Enter **H** or press ENTER to use the McKesson default set for these terminals.

   The system redisplays the screen using the selected default color set.
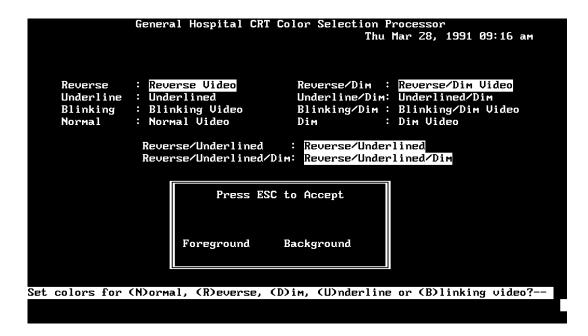
D220 AND D230C TERMINALS

When you select the CRT Color Selection function from a Data General D220 or D230C color terminal, the system displays the following prompt:

> *Enter (E)dit color settings, (T)est display or (R)eset to defaults--*

To edit the color settings for your DG color terminal, enter **E**. To view the color settings for your DG color terminal, enter **T**. The test option is discussed following the edit option in this appendix. To reset your color settings to either the factory or McKesson original settings, enter **R**. The reset option is discussed following the test option in this appendix.

Editing color settings

When you enter **E** to access the edit option, the system displays the following screen:

```
          General Hospital CRT Color Selection Processor
                                          Thu Mar 28, 1991 09:16 am



   Reverse    : Reverse Video      Reverse/Dim  : Reverse/Dim Video
   Underline  : Underlined         Underline/Dim: Underlined/Dim
   Blinking   : Blinking Video     Blinking/Dim : Blinking/Dim Video
   Normal     : Normal Video       Dim          : Dim Video

            Reverse/Underlined     : Reverse/Underlined
            Reverse/Underlined/Dim: Reverse/Underlined/Dim

              ┌──────────────────────────────────┐
              │      Press ESC to Accept          │
              │                                   │
              │                                   │
              │                                   │
              │   Foreground     Background        │
              └──────────────────────────────────┘


Set colors for (N)ormal, (R)everse, (D)im, (U)nderline or (B)linking video?--
```

NOTE: The system displays this screen in color. For each highlighting method (such as Reverse, Underline), the screen displays the current settings for the highlighting method colors. For example, the text Reverse Video next to Reverse could display as red letters on a black background.

At the bottom of the screen the system displays:

Set colors for (N)ormal, (R)everse, (D)im, (U)nderline or (B)linking video?--

To change the text and background color for any of the 10 displayed highlighting methods:

1. Enter the first letter of the highlighting method (N for normal, R for reverse, etc.) you want to change and press ENTER. The system displays a small window on the screen. In this window, the system displays the name of the highlighting method you are changing (for example, Normal Color Display) in the colors currently defined. At the bottom of the window, the current foreground and background settings for this method are displayed. The cursor is in the Foreground color selection.

2. To change the current color setting for the Foreground text in the window, cycle through the available colors by pressing:

    •   the SPACE BAR or right arrow key to display the text in the next available color

    •   the left arrow key to display the text in the preceding available color

When the system displays the Foreground text in the desired color, press ENTER or TAB. The cursor then moves to the Background color selection.

3. Repeat step 2 to change the color setting for the background. You can switch between the foreground and background fields by pressing the ENTER key or TAB.

4. To accept the color settings for the foreground and background, press ESC. The system returns to the highlighting method prompt at the bottom of the screen.

Testing color settings

When you enter **T** in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

Enter test for a (M)enu or a (S)creen--

To view the current color settings for a menu on your DG color terminal, enter **M**. To view the current color settings for a processor screen on your DG color terminal, enter **S**.

The test menu and screen display each of the highlighting method settings available on a DG color terminal, including:

•   Normal text

•   Reverse

•   Underlined

•   Blinking

•   Dim

•   Dim Reverse

•   Dim Underlined

•   Dim Blinking

•   Reverse Underlined

•   Reverse Underlined Dim

The test menu and screen are example screens only. You cannot edit any of the color settings or make any other impact on the STAR system from these screens.

Resetting color defaults

When you enter **R** in response to the *Enter (E)dit color settings, (T)est display or (R)eset to defaults--* prompt, the system displays the following prompt:

Reset to (F)actory or (H)BOC defaults? [H]--

To reset your color display to the Data General defaults, enter **F**. To view a table of default color settings, see "Resetting Color Settings" on page A-44. To reset your color display to the McKesson defaults, enter **H** or press ENTER. The following table displays the colors used in the McKesson default settings:

Text Type	Foreground Color	Background Color
Regular	White	Blue
Reverse	White	Red
Dim	Black	Blue
Reverse Dim	Red	Magenta
Underline	Green	Blue
Underline Reverse	Light Magenta	Magenta
Underline Dim	Blue	Black
Underline Dim Reverse	Yellow	Brown
Blink	Red	Black
Blink Reverse	Light Blue	Brown
Blink Dim	White	Blue
Blink Dim Reverse	Black	Magenta
Blink Underline	Yellow	Blue
Blink Underline Reverse	Blue	Magenta
Blink Underline Dim	Magenta	Black
Blink Underline Reverse Dim	Green	Brown

Index

STAR Financials General Accounting Reference Guide - General Information Volume
October 2011   *Release 17.0*   *Index-1*
Proprietary to McKesson - Subject to Confidentiality Agreement

▪ **R e a d e r   C o m m e n t   F o r m** ▪

We value your suggestions for improving our documentation. Please use this form to evaluate the *General Information Volume* of the *STAR Financials General Accounting Reference Guide* for Release 17.0.

Topic	Poor	Fair	Good	Excellent
Organization of information	❑	❑	❑	❑
Accuracy of information	❑	❑	❑	❑
Completeness of information	❑	❑	❑	❑
Clarity of information	❑	❑	❑	❑
Amount of overview information	❑	❑	❑	❑
Explanation of processes	❑	❑	❑	❑

Are there parts of this manual that could be made more helpful to you? Please explain.

_____

_____

_____

_____

Other Comments:

_____

_____

_____

Thanks for your help in improving the documentation.

Your Name and Position

Hospital/Organization
Name

Telephone Number

May we contact you?   Yes or No (circle one)

Fold here

- -

```
┌ ─ ─ ─ ─ ┐
│  Place  │
│  Stamp  │
│  Here   │
└ ─ ─ ─ ─ ┘
```

STAR 2000 Documentation Team
McKesson
Mail Stop ATHQ-3302
5995 Windward Parkway
Alpharetta, GA 30005

- -

Fold here