VEMD Editor and Offline Prechecker

# Introduction

Welcome to the instructions for usage of the VEMD Editor. This Access application will allow you to run initial checks on your VEMD data before you send it to the Department.

# Requirements

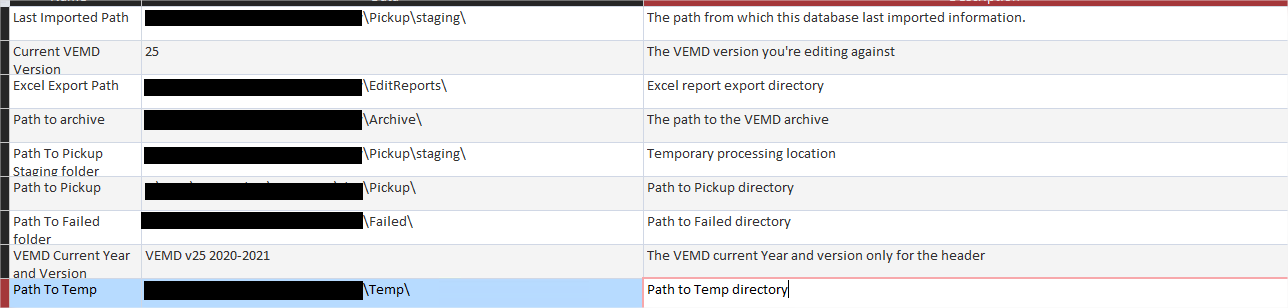
The VEMD Editor requires an installed copy of Microsoft Access and Microsoft Excel. To start the Editor, unzip the package open the Access database contained in the Progs directory.

# New Interface and Changes

As part of efforts to ensure the widest compatibility of the program with various health service environments, the user interface has been updated and standardised on the same interface used internally at the Department.

When you first load the Editor, you will be required to configure a series of options. These will be input and output directories for your use of the program. Unlike other times you may have used the Editor previously, you will not choose file locations each time you run the import process. Instead, the Editor will look in your configured directories every time.

# Configuring the Program



When first booting the editor, you will be prompted to fill in the configuration table with file paths appropriate to your setup. If you have extracted the default ZIP package, you should have a preset folder structure corresponding to the paths in the above picture. It is highly recommended to use this folder structure and copy the given paths into the configuration entries above. (Replace the black sections with whatever the base directory of your setup is.)

You may also reconfigure the program (eg after a directory move) by clicking the “Change system parameters” button.

# Program Usage

To import files for prechecking, put them in the “Path to Pickup” directory you have configured, then open the Editor. You should be presented with a list of files to be run. Press the “Process files in ..\pickup” button to process the files you’ve nominated. Progress will be displayed as the files are processed.

Excel reports will automatically be generated for each file you have processed, and will be exported to the “Excel Export Path” directory you have nominated in your configuration. Processed input files will be moved to the archive directory you have nominated.